
CHURCH HANDBOOK

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MISSION STATEMENT

The Mission of the Pacific Union College Seventh-day Adventist Church is to point its members, the PUC student body, and its local community to Jesus through worship and service that is intergenerational, inspired, and inclusive.

DEDICATION

This Handbook is dedicated to Evaline West who chaired the Policies and Procedures Committee during 2006-2007 when the work on this book began. Her vision for church organization and her ability to work with the Policies and Procedures Committee and the PUC Church Board helped to make this Handbook, the first of its kind, a reality for the Pacific Union College Church. She performed these challenging tasks with cheerfulness, sensitivity, and humility. Her dedicated actions have provided a wonderful example of true Christian service.

SPECIAL THANKS

To Marilyn Glaim, Head Elder, for having the initial vision for this project and for offering her support and assistance throughout the process;

To Ileana Douglas for completing the work started by Evaline West by chairing the Policies and Procedures Committee during 2007-2008;

To Marlo Waters for developing the design of the Handbook and creating all the electronic documents and materials;

To Tim Mitchell, Lead Pastor, for supporting the project and providing invaluable wisdom and guidance throughout the process; and

To all the members of the Policies and Procedures Committee (2006-2007 and 2007-2008): Ileana Douglas, Lorne Glaim, Don Halenz, John Hughson, Karen Lewis, Betty McGraw, Don Reibe, Ron Stretter, Marlo Waters, and Evaline West.

PURPOSE OF THE HANDBOOK

The purpose of this Handbook is to enhance the ministry of the Pacific Union College Church by providing information to church employees and members regarding the organizational structure, current operating procedures, and policies of the Pacific Union College Church. The goal is to empower church employees and members through knowledge so that they may participate more fully and effectively in the ministry and leadership of the local church.

FUNCTION OF THE HANDBOOK

This Handbook functions as a reference for the local church only. While the content of this Handbook is in harmony with the Seventh-day Adventist Church Manual, the exact organizational structure, current operating procedures, and policies described in this Handbook are limited to the Pacific Union College Church. Generalizations to other churches or the wider church structure should not be made. For information regarding official worldwide church policy and structure, the reader should refer to the Seventh-day Adventist Church Manual (found online at <http://www.adventist.org/information/church-manual>).

MAINTENANCE OF THE HANDBOOK

The Handbook is maintained by the Pacific Union College Church through the Church Board and the Policies and Procedures Committee. This Handbook was assembled in 2007 by compiling existing operating practices. The Handbook is revised on an ongoing basis in order to reflect up-to-date policies and procedures.

Changes may be suggested to the Policies and Procedures Committee by any member of the Pacific Union College Church. In addition to considering suggestions, the Policies and Procedures Committee reviews the Handbook yearly. Any proposed major revisions are taken to the Church Board by the Policies and Procedures Committee. Once passed by the Church Board and, if required, a Church Business Meeting, the Policies and Procedures Committee chair will be responsible for insertion of revised language into the Handbook.

Printed copies of the Handbook are given to the Policy and Procedures Committee members, the Lead Pastor, the Board Chair, the Office Secretary, and all other pastors who wish to have one. The Handbook will be posted on the church website, under the direction of the Office Secretary.

Dear PUC Church Leader,

Policies. Not the warmest sounding word in the world, but for sure a necessary one that only serves to enhance the effectiveness and ministry possibilities of the church that God has so graciously given us.

Once upon a time there was a little girl watching her mom prepare a roast for supper. She watched as the mother cut both ends of the roast and placed it in the container to cook. The little girl asked, “Mother, why did you cut the ends off the roast?” The mother didn’t know the answer to that and thought *well, my mother always taught me to do it that way.*

When the little girl’s mother asked her mother why she cut the ends off the roast before cooking it, she was told, “Well, my mother taught me to do it that way.”

Finally, when the little girl, the mother and the grandmother asked the great-grandmother why she cut the ends off the roast before cooking it, she said, “Because that was the only way I could fit it in the small pan I owned!”

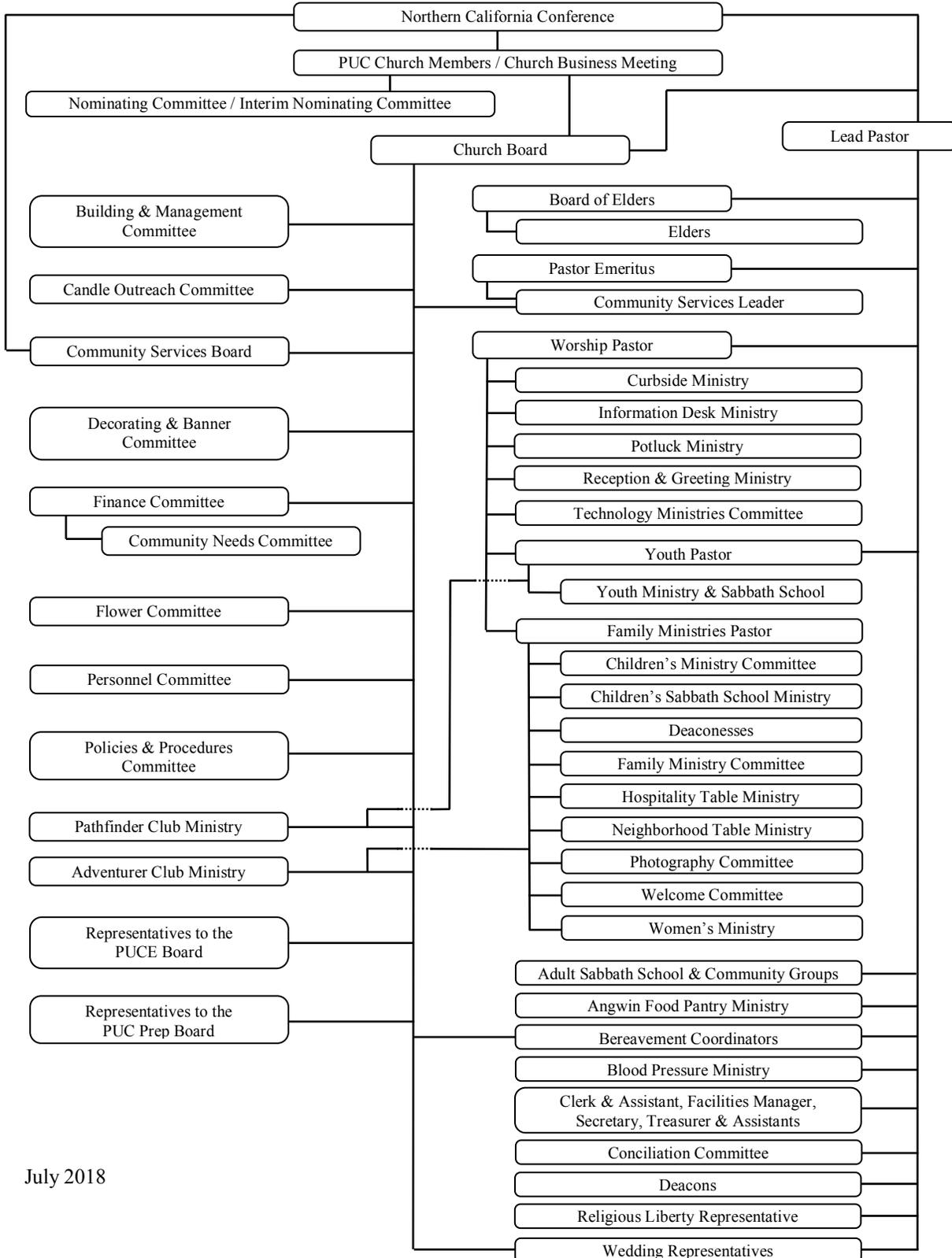
As you might imagine, the policies found in this book didn’t happen in the blink of an eye. They come from years of experience and hours of contemplation and prayer and have been carefully implemented to protect the resources God has given us. Hopefully, our policies are not rooted in the kind of tradition that is illustrated in the story above.

As you read these policies and job descriptions, remember that at the PUC Church we believe people come before policies and that job descriptions are made to mold into the person who is following God’s leading.

God bless you as you follow His leading in your life and in your service to this church.

Pastor Mark Witas
Lead Pastor, PUC Church

PUC CHURCH ORGANIZATIONAL CHART



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PUC CHURCH BOARD

The composition of the Church Board is determined during a Church Business Meeting. All positions are ex officio; each position has one vote.

Elder/Board Chair	1
Elders-at-Large (selected from the Board of Elders)	6
Head Deaconess (or Co-leaders/one vote)	1
Head Deacon	1

Membership

Elders & Deacons

Treasurer/Clerk (one vote)	1
Lead Pastor	1
Worship Pastor	1
Family Ministries Pastor	1
PUC Chaplain (may be represented by Assistant PUC Chaplain)	1
Youth Pastor	1

Church Staff

Building and Management Committee Chair	1
Finance Committee Chair	1
Candle Outreach Committee Chair	1
Policies and Procedures Committee Chair	1
Children’s Sabbath School Coordinator	1
Community Services Leader	1
Family Ministries Leader	1
Women’s Ministry Leader	1
Pathfinder Director	1
Technology Ministries Director	1

*Committee & Ministry
Representatives*

PUCE Principal	1
Prep Principal	1
PUC Religion Department Chair	1
PUC VP for Financial Administration or designee	1
PUC VP for Enrollment, PR & Marketing, and Student Life or designee	1
Youth Representative (Co-representatives/one vote)	<u>1</u>

*School
Representatives*

Total	31
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PUC President, Emeriti pastors, Board secretary, PUC SA Religious VP (when topics pertain to college students)

Invitees

Regular invitees receive all agendas and minutes and may take part in discussions. These are non-voting positions.

<p>An Elder selected by the Board of Elders serves as the Church Board chair. In addition to chairing the Board meetings, the chair works with the executive and lead pastors to prepare an agenda that is sent, along with the minutes, to members one week before each meeting.</p>	<p>Chair</p>
<p>The Board meets at 7:00 p.m. the second Tuesday of each month, except for July or August (as announced) and December.</p>	<p>Frequency of Meetings</p>
<p>If a Board member has three consecutive unexcused absences from regular meetings, the Board may replace that member.</p>	<p>Attendance</p>
<p>Meetings of the Board are open meetings (except for executive sessions at the discretion of the pastor or the chair of the Board). Any member of the church may attend and request an opportunity to speak, but only regularly elected members have voting privileges.</p>	
<p>The number of Board members who must be present to constitute a quorum at Church Board meetings is determined by the church during a Church Business Meeting. Votes by proxy or letter are not permitted. Currently the quorum is 50% plus 1 of the filled voting positions. When there is not a quorum at a regularly scheduled, regularly advertised Board meeting, the available members may take action. The minutes must be sent to the entire Board and must be ratified at a regularly scheduled meeting. In case of questions, members may contact the Board chair.</p>	<p>Quorum</p>
<p>The congregation delegated to the Board responsibility for conducting the affairs of the church, which include such items as:</p> <ol style="list-style-type: none"> a. Hearing and acting on reports from pastors. b. Voting on new ministries and receiving follow-up reports. c. Voting on items brought by major committees, such as Policies and Procedures, Personnel, or Finance. d. Receiving reports from PUCE, Prep, and Community Services. e. Recommending membership transfers to the church. f. Overseeing the search committee for new pastors and recommending names to the Northern California Conference. g. Approving the monthly church calendar. h. Approving all off-campus trips and events. i. Keeping a record of all proceedings. <p>The Board does not make final decisions on such matters as disfellowshipping members, approving an annual budget, authorizing projects involving significant financial commitment, and major policy decisions. These items require action of the congregation in a regularly called business meeting.</p>	<p>Responsibilities</p>

CHURCH BUSINESS MEETING

All Pacific Union College Church members in regular standing may attend and vote at a Church Business Meeting. The conference leaders may attend but do not have voting privileges unless granted by the local church.

The Lead Pastor or designee (usually the Church Board Chair) serves as the chair.

A quorum is decided by the Church Business Meeting or by the Church Board. Voting by proxy or letter is not permitted.

A Church Business Meeting may be called by the Lead Pastor or Church Board as needed.

Notice of the meeting needs to occur at the regular Sabbath worship service and via other means of communication as to time, place, and agenda of the meeting. The meeting should generally be announced on two consecutive Sabbaths in advance.

The members of the Pacific Union College Church comprise the highest decision-making body of the local church. The Church Business Meeting is the official assembly of the members to make important decisions for the local church. Such decisions include:

- a. Reviewing mission and spiritual vision of the church.
- b. Reviewing year-end reports.
- c. Approving plans for a new year, including the church budget.
- d. Approving major capital projects.
- e. Removing members from membership.

Membership

Chair

Quorum

Frequency of Meetings

Notice of Meetings

Responsibilities

DEACONESSES

All Deaconesses, including the Head and Associate Head Deaconesses and the Special Coordinators are selected by the Nominating Committee. There are approximately 40-50 Deaconesses.

Three years

The whole group meets as needed. Sub-groups may meet more frequently under the direction of special coordinators.

The Head Deaconess performs the following duties:

- a. Oversees coordination of Deaconess activities.
- b. Calls and presides over Deaconess meetings with the purpose of planning, fellowship, and prayer.
- c. Plans activities with coordinators and area leaders.
- d. Communicates urgent information to Deaconesses.
- e. Serves on committees as requested.
- f. Arranges for sufficient grape juice and bread for each communion service.
- g. Serves as a member of the Church Board and Personnel Committee.
- h. The position of Head Deaconess can be shared by co-Head Deaconesses.

The Associate Head Deaconess performs the following duties:

- a. Performs Head Deaconess functions in the absence of the Head Deaconess.
- b. Assumes overall responsibilities for coordinating the Deaconesses in the Ordinance of Humility.

The special coordinators direct service areas, including the following:

- a. Baptisms.
- b. Illness and special needs.
- c. Bereavement, including food preparation for services.
- d. Preparation and direction of the Ordinance of Humility.

The deaconesses assist by:

- a. Welcoming new residents to the community.
- b. Promoting a spirit of neighborhood friendliness.
- c. Helping meet the needs of the sick, bereaved, and those in need.
- d. Helping as needed with the Ordinance of Humility
- e. Rejoicing with those who celebrate a new birth.

Family Ministries Pastor

Membership

Term

Meetings

**Head Deaconess
Responsibilities**

**Associate Head
Deaconess
Responsibilities**

**Special Coordinator
Responsibilities**

**Deaconess
Responsibilities**

Reports to

DEACONS

All Deacons, including the Head Deacon, Associate Head Deacon, Assistant Head Deacon, and Facility Deacons (5), are selected by the Nominating Committee. There are approximately 50-60 Deacons.

Three years

The Head Deacon performs the following duties:

- a. Provides overall coordination for the Deacon ministry.
- b. Calls and presides over Deacons’ meetings with the purpose of planning, fellowship, and prayer.
- c. Provides management of the weekly offering collection process, which includes the preparation and distribution of an offering assignment list quarterly to all scheduled Deacons.
- d. Coordinates with the Head Deaconess in order to oversee the communion service.
- e. Coordinates the promotion of student participation in church services.
- f. Upon request, assists the pastoral staff with any issues typically associated with the tasks of Deacons.
- g. Serves as a member of the Church Board and Personnel Committee.
- h. The position of Head Deacon can be shared by Co-Head Deacons.

The Associate Head Deacon assists the Head Deacon in the fulfillment of the above duties and takes on duties or tasks as requested by the Head Deacon. The Associate Head Deacon fulfills the role of Head Deacon if necessary.

The Assistant Head Deacon oversees the Ordinance of Humility and the Service of Emblems in the communion service every quarter.

- a. The Deacons collect and count offerings at church services and the adult Sabbath School classes. Deacons may also be asked to assist with the communion service or the collection of special offerings.
- b. Associate Deacons are selected by the Head Deacon to coordinate the offering collection each Sabbath. The Associate Deacons also deal with any and all matters that may arise during the service, including any emergencies, and tidy the sanctuary after the service.
- c. All Deacons assist with the promotion of student participation in church services.

The Facility Deacon on duty opens and closes the church facility and cares for the physical needs of the church on Sabbath.

Lead Pastor

Membership

Term

Head Deacon Responsibilities

Associate Head Deacon Responsibilities

Assist. Head Deacon Responsibilities

Deacon and Associate Deacon Responsibilities

Facility Deacon Responsibilities

Reports to

ELDERS

The Head Elder and fifteen to twenty elders are chosen by the Nominating Committee, one of whom will be selected by the Board of Elders to serve as Church Board Chair.

Three years

The Board of Elders consists of the following members:

- The Elders
- The Pastoral Staff
- Chair of the Religion Department at PUC
- PUC SA Religious VP
- Two Student Chaplains
- Any Emeritus Pastors or Elders
- PUC Campus Chaplain
- PUC Service, Justice, and Missions Coordinator

The Board of Elders, chaired by the Head Elder, meets approximately once a month at the discretion of the Head Elder and Lead Pastor.

- a. May function as chair of the Church Board and church business meetings for the Lead Pastor.
- b. Is an invitee to other church committees as needed.
- c. Works with the Lead Pastor to help promote the spiritual and organizational well-being of the church.
- d. Schedules and presides over meetings of the Board of Elders and takes recommendations from the Board of Elders to the Church Board.
- e. Helps implement plans made by the Board of Elders.”

The Lead Pastor

Elders perform the following duties:

- a. May function as chair of the Church Board and church business meetings for the Lead Pastor.
- b. Work with the Lead Pastor to help promote the spiritual and organizational well-being of the church.
- c. Assist the pastoral staff in helping meet the needs of the sick, bereaved, and those in need.
- d. Fulfill other duties in the church service, such as greeting, helping on the platform at church, and helping with the communion table.
- e. Actively look for ways to promote the well-being of their church and community.

The Board of Elders

Membership

Term

Board of Elders

Meetings

Head Elder Responsibilities

Head Elder Reports to

Elder Responsibilities

Elders Report to

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BUILDING AND MANAGEMENT COMMITTEE

Ex Officio: Lead Pastor, Finance Committee Chair, Church Facilities Manager, PUC Facilities Management Director
 Elected: Six to eight members chosen by the Nominating Committee

Three years

Appointed by the Nominating Committee from the membership and serves on the Church Board

Every one or two months as needed.

The Building and Management Committee:

- a. Determines necessary repairs to church facilities and makes recommendations to the Church Board as needed.
- b. Contacts PUC Facilities Management when the repairs are in the College’s domain.
- c. Oversees the annual maintenance and repair budget.
- d. Prepares and presents requests to the Church Board for major repair projects.
- e. Collaborates with the Interior Design Committee as appropriate.

Church Board

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

CANDLE OUTREACH COMMITTEE

The Nominating Committee will select eight members. Included will be at least one elder, and at least one pastor. A member of the Angwin Community Council may be selected to serve as an invitee.

Three years

The Nominating Committee will choose a chair from the membership.

The Committee will meet as needed.

The Committee will solicit proposals annually from interested groups and will decide the proportion of funds to be allocated from the Candle Fund Reserve to each group. Principles to be followed include:

- a. Expenditures will be in accordance with the governing document.
- b. Seeding projects will be given higher priority than projects requiring long-term funding.
- c. Local (Napa Valley) projects will be given higher priority than wider-reaching projects.
- d. Priority will be given to clearly outlined projects.
- e. For the purpose of building bridges to the larger community, priority will be given to projects that involve working relationships with the broader community (not simply the Adventist community).
- f. Funding will not be given for items typically covered in the church budget or for church capital improvements and maintenance.

Outreach should symbolize Christ as He worked in the community and should operate according to His commandment that we love God and love our neighbors as ourselves. These principles encourage us to heal, teach, socialize, feed, preach, and advocate for the weak and excluded, and to expand our definition of neighborly love by building bridges to the community. Ellen White summed up these principles in *The Ministry of Healing*: “Christ’s method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me’” (p. 143).

Church Board. On financial issues, such as deciding on the amount of funds available and the timing of disbursements, COC will work with the Church Finance Committee, which is overseeing the investment of the Candle Outreach Fund.

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Philosophy

Reports to

CHILDREN’S MINISTRIES COMMITTEE

Ex Officio: Family Ministries Pastor, Pathfinder Leader, Sabbath School Superintendent, Associate Sabbath School Superintendent, Local Preschool Director

Elected: 15-20 members, including the ex officio members, chosen by the Nominating Committee.

3-5 classroom decorators are a part of this committee and overlap with help for Sabbath School Classrooms, VBS Décor, and Children’s Church decorations.

This committee may be combined with the Family Ministries Committee.

Three years

The Chair is selected by the Committee and the Family Ministries Pastor.

Meetings are called by the Chair as needed.

The Children’s Ministries Committee:

- a. Plans children’s ministry functions for the church family, such as children’s church, children’s vespers, and VBS.
- b. Encourages the church family and community to participate in and enjoy family friendly events that build family ties and community feeling for children.
- c. Plans for and leads out in children’s church, seasonal children’s events, such as LIGHT THE NIGHT, and Harvest Festival.
- d. Assists the pastoral staff in integrating the young student sector of the campus into our church culture and life.
- e. Keeps the congregation informed of events and resources in the broader community that encourage relationship building.
- f. Works within the budget established by the Finance Committee.

The committee chair:

- a. Coordinates committee meetings and leads out in planning and executing the programs for the year.
- b. Coordinates the planning of the budget for each year.

Family Ministries Pastor

Membership

Term

Chair

Frequency of Meetings

Committee Responsibilities

Chair Responsibilities

Reports to

COMMUNITY NEEDS COMMITTEE

Ex Officio: Pastor Emeritus, Church Treasurer
Elected: Five members chosen by the Nominating Committee.

Three years

Pastor Emeritus

Meetings are called by the chair as needed.

The community needs committee:

- a. Oversees the allocation of funding for tuition assistance for established need with recommendations from PUCE and Prep.
- b. Authorizes other requested emergency funding, usually on a one-time basis.

Finance Committee

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

CONCILIATION COMMITTEE

Seven members as chosen by the Nominating Committee

Three years

The Nominating Committee will choose a chair from the membership.

Meetings are called by the chair as needed, provided the conditions for having a meeting are satisfied. There should be a minimum of five members at a meeting.

When church members with a serious problem between them desire to apply Biblical principles in such matters, they may agree to utilize the Conciliation committee rather than the legal system to resolve the impasse. (See Appendix – Conciliation Policy for additional information).

Committee members hear both sides of the argument, deliberate, and make a decision. Confidentiality is an important concern.

The chair calls and presides over a meeting after having received a request for the meeting and a signed agreement by both parties to accept the decision of the committee.

For each situation that comes to the committee, the chair of the committee is to select the pastoral representative for the situation. This pastor will attend as an advisory member, but will not participate in the decision.

It is understood that the work of this committee is of a highly personal and sensitive nature. If a committee member has a potential conflict of interest with regard to a conciliation case under review, he or she must inform the Committee Chair, who may, upon review, recuse the member from the proceedings.

Lead Pastor; however, because of the nature of the situations and confidentiality issues, matters are kept within the Committee.

Membership

Term

Chair

Frequency of Meetings

Committee Responsibilities

Chair Responsibilities

Conflict of Interest

Reports to

FAMILY MINISTRIES COMMITTEE

Ex Officio: Family Ministries Pastor
 Elected: 15 – 20 members as chosen by the Nominating Committee.
 The members are to include couples and singles of various ages.

This committee may be combined with the Children’s Ministries Committee.

Three years

The Chair is selected by the Nominating Committee from the membership.

Meetings are called by the Chair as needed.

The Family Ministries Committee:

- a. Plans social functions for the church family, such as potlucks, picnics, game nights, Sabbath afternoon activities, and social retreats.
- b. Encourages the church family to participate in and enjoy social functions.
- c. Plans for and leads out in spiritual retreats, education seminars, and interest groups that establish closer ties within and between families*.
- d. Assists the pastoral staff in integrating the student sector of the campus into our family life.
- e. Keeps the congregation informed of events and resources in the broader community that encourage relationship building.
- f. Works within the budget established by the Finance Committee.

The committee chair:

- a. Coordinates committee meetings and leads out in planning and executing the programs for the year.
- b. Coordinates the planning of the budget for each year.

* The term **family** is used to refer to people in any configuration of relationships and people at all stages of the life cycle.

Family Ministries Pastor

Membership

Term

Chair

Frequency of Meetings

Committee Responsibilities

Chair Responsibilities

Reports to

FINANCE COMMITTEE

Ex Officio: Church Treasurer, Lead Pastor
 Pastor Emeritus (by invitation)

Elected: Six to ten members as chosen by the Nominating Committee.

Three years

The Chair is selected by the Nominating Committee from the membership.

Once a month, or as necessary

The Finance Committee:

- a. Upon advice from the pastoral staff, develops a preliminary church budget each year to present at the February Board meeting. The Board will present this budget at a Church Business Meeting for approval.
- b. Approves any distributions of unusual or off-budget expenditures exceeding \$1000.
- c. Makes recommendations to the Board regarding matters of a financial nature.
- d. Reviews monthly financial statements.
- e. Gives oversight to the investment of the Candle Outreach Fund.
- f. Gives oversight to the Community Needs Committee.

Church Board

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

FLOWER AND DECORATING COMMITTEE

Six to eight members are selected by the Nominating Committee.

The Chair is selected by the Nominating Committee from the membership.

Three years

Each of the committee members is responsible for assigned Sabbaths.

The committee members meet as needed.

The primary responsibility of the committee is to provide flowers in the sanctuary each Sabbath.

- a. Many arrangements are sponsored by individuals for approximately \$125 - \$150
- b. The assigned committee member may either arrange flowers or place an order at a local florist
- c. A silk floral arrangement is provided on any Sabbath when no member has sponsored flowers

Other responsibilities include:

- d. Remove floral arrangements following use
- e. Clean flower room after each use
- f. Arrange for the care, including watering, of plants as needed
- g. Coordinate the decoration of the sanctuary for Christmas and other holidays
- h. Through the church secretary, request help from deacons/ deaconesses as needed for lifting and moving

Worship Pastor

Membership

Chair

Term

Leadership

Meetings

Responsibilities

Reports to

HOSPITALITY TABLE COMMITTEE

Ex Officio: Family Ministries Pastor
 Elected: 10-15 members as chosen by the Nominating Committee

Three years

The Chair is selected by the Nominating Committee.

Meetings are called by the Chair as needed.

The Hospitality Table Committee:

- a. Plans snacks and drinks for the church family to be served between Sabbath School and church (10: 45 -11:-10 a.m.).
- b. Provides a cheerful, welcoming atmosphere.
- c. Sets up everything beginning at 10: 15 a.m.
- d. Cleans up after each event.
- e. Closes tables at 11:15 to encourage everyone to go into the sanctuary for the start of church.
- f. Works within the budget established by the Finance Committee.

The committee chair:

- a. Coordinates committee meetings and leads out in planning and executing the schedule for the year.
- b. Makes grocery lists to be given to the Family Ministries Pastor to be purchased.
- c. Organizes committee members to manage the hospitality tables and to set up/tear down the hospitality tables.

Family Ministries Pastor

Membership

Term

Chair

Frequency of Meetings

Committee Responsibilities

Chair Responsibilities

Reports to

INTERIM NOMINATING COMMITTEE

Five members: Lead Pastor and one person selected by each of the four Nominating Committee subcommittees from their members.

The term lasts through the selection of the next full Nominating Committee.

Lead Pastor

The chair will call meetings as needed.

The Interim Nominating Committee fills vacancies in the church organizational structure as they shall occur in between regular meetings of the full Nominating Committee.

The congregation on Sabbath morning.

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

INTERIOR DESIGN COMMITTEE

Five members as selected by the Nominating Committee

Three years

The Nominating Committee will choose a chair from the membership.

Meetings are called by the chair as needed.

- a. Makes recommendations regarding interior decorating needs for the church facilities, e.g., painting, flooring, etc.
- b. Collaborates with the Building and Management Committee as appropriate.

Church Board

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

NOMINATING COMMITTEE

Twenty to thirty members are selected by the Special Selection Committee* (see below). Members cannot serve on the Nominating Committee for two consecutive years.

One year

Lead Pastor

On a Sabbath morning during the month of March, names are submitted by the congregation to serve on the Special Selection Committee. After these names are compiled by church administrative staff, this Committee will meet and select the Nominating Committee.

The members of the Nominating Committee are divided into four subcommittees, within which the bulk of the work is done.

Each subcommittee works with a consulting pastor. The four consulting pastors are the following: Lead, Worship, Family Ministries, and Youth.

Each subcommittee elects its own chair.

The Nominating Committee fills church positions, as called for in the Leadership Directory, which will match the descriptions in the Church Handbook.

The work is done in April and May.

The Nominating Committee’s report is presented to the church and voted in June. All selections for church positions are subject to this voted approval of the church.

The congregation on Sabbath morning.

Membership

Term

Coordinator

***Special Selection Committee**

Subcommittees

Responsibilities and Process

Reports to

PERSONNEL COMMITTEE

Ex Officio: An Elder (selected by the Board of Elders), Head Deacon,
Head Deaconess, Chair of Finance Committee, Lead Pastor
Elected: One member chosen by the Nominating Committee

Three years

The elected member serves as Chair.

Meetings are called by the Chair as needed.

The Personnel Committee fills vacancies and resolves issues involving locally employed staff (Secretary, Treasurer, Clerk, Facilities Manager, and all assistants; Community Services Leader in combination with the Community Services Board).

Church Board

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

PHOTOGRAPHY MINISTRIES COMMITTEE

Ex Officio: Lead Pastor

Elected: Three members chosen by the Nominating Committee

Three years

The Chair is selected by the committee from its membership.

Meetings are called by the Chair as needed.

The Photography Ministries Committee members provide a photographic record of special church events, as well as providing family photos for special occasions, such as Christmas.

Family Ministries Pastor

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

POLICIES AND PROCEDURES COMMITTEE

Ex Officio: Worship Pastor

Elected: Six members chosen by the Nominating Committee, which attempts to provide candidates from a broad spectrum of the church membership.

Regular Invitees: Lead Pastor, Church Board Chair

Three years, on a rotating basis to provide continuity.

The Chair is selected by the Nominating Committee from the six regular members.

Meetings are called as needed to keep the Handbook current on a yearly basis.

The Policies and Procedures Committee:

- a. Develops policies and procedures to guide the life of the church.
- b. Reviews the committee structure of the church.
 - Are all committees active and working efficiently?
 - Are their functions clearly defined?
 - Is there any overlapping of responsibilities?
 - If any committee is inactive, is it understaffed or is it an unnecessary committee?
 - Are any new committees needed in order to accomplish the mission of the church?
- c. Provides properly dated materials to keep the church Handbook up to date.

Church Board

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

POTLUCK COMMITTEE

Ex Officio: Family Ministries Pastor
 Elected: 8-10 members chosen by the Nominating Committee

Three years

The Chair is selected by the Nominating Committee.

Meetings are called by the Chair as needed.

The Potluck Committee:

- a. Plans and organizes potlucks on Sabbath afternoons.
- b. Provides a cheerful, welcoming atmosphere.
- c. Makes sure church paper supplies are adequate for each event.
- d. Works with the Lead Pastor in creating community.

The committee chair:

- a. Coordinates committee meetings and leads out in planning and executing the schedule for the year.
- b. Makes grocery lists to be given to the worship pastor to be purchased.
- c. Organizes committee members to manage the potluck tables and to set up/tear down the potluck tables.

Worship Pastor

Membership

Term

Chair

Frequency of Meetings

Committee Responsibilities

Chair Responsibilities

Reports to

TECHNICAL MINISTRIES COMMITTEE

Members are chosen by the Nominating Committee from the individuals who serve and operate the soundboard, visual/projection, and LiveStream equipment.
 Ex Officio: Worship Pastor

Three years.

The Chair is selected by the committee-from its membership.

Meetings are called by the Chair once per quarter to discuss the operation of all aspects of the church’s audio visual equipment and how to enhance the overall worship experience for those in attendance and those who are watching via the internet.

The Technical Ministries Committee:

- a. Oversees the operation of all equipment related to the soundboard, computer systems, projectors, and LiveStream.
- b. Makes recommendations to the Finance Committee on upgrades to current equipment as technologies improve and current equipment becomes obsolete.
- c. Trains and mentors new members/students to learn how to set up and operate the audio visual equipment.
- d. Makes recommendations to the Finance Committee to repair or replace equipment as needed.
- e. Works within the budget established by the Finance Committee.

Worship Pastor

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

WELCOME COMMITTEE

Ex Officio: Family Ministries Pastor

Elected: 8-10 members, including representatives from PUC’s HR Department, PUCE, PUC Prep, and Discoveryland, chosen by the Nominating Committee

Three years

The Chair is selected by the committee from its membership.

Meetings are called by the Chair as needed.

The Welcome Committee contacts new members of the Angwin community, including both PUC church members and non-members, to welcome them to this area, give them welcome gifts/coupons/etc., and to acquaint them with the PUC church, activities, and schools.

Family Ministries Pastor

Membership

Term

Chair

Frequency of Meetings

Responsibilities

Reports to

Chapter 4 - MINISTRIES

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ADULT SABBATH SCHOOL/COMMUNITY GROUPS

Seven – ten members are selected by the Nominating Committee.

One year

The goal of the Adult Sabbath School is to provide several classes for the spiritual growth of the adult members. A variety of classes is available, some which follow the weekly lessons prepared by the SDA church and others that are less structured in content.

Lead Pastor

Membership

Term

Ministry Description

Reports to

ADVENTURER CLUB MINISTRY

The Adventurer Club director is elected by the Nominating Committee for a one-year term.

The Adventurer Club staff is selected by the director.

- a. The Adventurer Club plans activities for ages 2 – 9 (up to Pathfinder age).
- b. The director and staff determine the time, place, and frequency of the club meetings and activities. All off-campus activities for the quarter or year are to be presented to the Church Board for approval in order for the activities to be covered by the Pathfinder Insurance provided by the conference.
- c. The director and staff assure that all transportation of Adventurers is in accordance with the church insurance policies for vehicles and drivers.
- d. The treasurer collects and deposits fees and funds either with the church treasurer or has a club checking account that is audited by the church treasurer each quarter maintaining necessary accounting principles.
- e. The director coordinates with the church secretary for room use and reservations, as well as clean-up and lock-up protocol.
- f. The director coordinates with the Conference Youth/Adventurer Department by reporting quarterly membership and activities and participating in out-of-area events, such as Family Fun Day.
- g. Appropriate vetting of leaders and adults must be made, as required by the Northern California Conference (training, fingerprinting, background checks, etc.).

Church Board and the Family Ministry Pastor for approval of all staff, activities, and programs.

Ministry Director

Ministry Membership

Ministry Responsibilities

Reports to

ANGWIN FOOD PANTRY MINISTRY

The Director is selected by the Nominating Committee

Director

Three years

Term

Helpers are chosen by the Director and may include student, community, and church volunteers. The Director may choose an assistant.

Helpers

The responsibility of the Food Pantry is to provide food for needy persons in the Angwin and Pope Valley area.

**Ministry
Responsibility**

The Director will oversee/perform the following activities:

**Director
Responsibilities**

- a. Solicit helpers
- b. Order food from stores and the Napa Valley Food Bank
- c. Purchase needed supplies
- d. Prepare weekly and monthly schedules for helpers
- e. Meet the delivery truck(s) and assist in unloading supplies
- f. Unpack and place supplies on the shelves
- g. Supervise the helpers
- h. Supervise the expenses of the ministry
- i. Report to the Napa Valley Food Bank

Weekly, except Thanksgiving and Christmas.

Frequency

Lead Pastor

Reports to

BLOOD PRESSURE MINISTRY

The Blood Pressure Ministry Coordinator is selected by the Nominating Committee and serves a three-year term.

The goals and responsibilities of the ministry are to:

- a. Provide education to individuals about high blood pressure.
- b. Increase the knowledge and practice of health and wellness at the Pacific Union College Church.

This service will generally be available in the narthex during the church service on Sabbath mornings for blood pressure screenings. The following may be offered:

- a. Check blood pressure.
- b. Provide American Heart Association resource information about high blood pressure
- c. Guide individuals to check in with their primary physician for follow-up.

Lead Pastor

Ministry Director

Ministry Goals and Responsibilities

Ministry Responsibilities

Reports to

CHILDREN’S SABBATH SCHOOLS

- a. The Children’s Sabbath Schools ministry provides Sabbath School programs for the children every Sabbath. The programs are provided to the following divisions:
 - Little Friends Ages 0-3
 - Kindergarten Ages 4-6
 - Primary Grades 1-3
 - Junior Grades 4-6
- b. Appropriate vetting of leaders and adults must be made, as required by the Northern California Conference (training, fingerprinting, background checks, etc.).

The Children’s Sabbath School Coordinator:

- a. Is selected by the Nominating Committee for a one-year term.
- b. Serves as the leader for this ministry.
- c. Serves the needs of all Children’s Sabbath School divisions.
- d. Works with the secretaries, literature secretary, and division teams to coordinate the ministry.

The Secretaries:

- a. Are selected by the Nominating Committee for one-year terms.
- b. Serve the needs of all Children’s Sabbath School divisions.
- c. Pick up the offering from each of the divisions.
- d. Keep a record of the offering as well as the child and adult attendance for each division.
- e. Operate on a rotating basis so that each secretary completes these duties one Sabbath per month.

The Literature Secretary:

- a. Is selected by the Nominating Committee for a one-year term.
- b. Serves the needs of all Children’s Sabbath School divisions.
- c. Orders materials and maintains records to monitor needed amounts.
- d. Keeps Sabbath School supplies organized.
- e. Delivers supplies to the various divisions.

The ministry team for each division is headed by Leaders and Assistant Leaders and includes other volunteers, such as greeters and a pianist. The duties of these individuals are described on the following page.

Ministry Responsibilities

Coordinator

Secretaries

Literature Secretary

Division Teams

The Division Leaders:

- a. Are selected by the Nominating Committee for one-year terms.
- b. Provide leadership to the team of volunteers in the classroom that fosters a positive learning environment and encourages spiritual growth in children and the team members.
- c. Are responsible for the cheerful condition of the room, the budget, the program, and the scheduling required to run a successful program.
- d. Act as a channel of communication with parents.

The Division Assistant Leaders:

- a. Are selected by the Nominating Committee for one-year terms.
- b. Support the leader in fostering spiritual growth in the lives of children, using age appropriate methods.
- c. Help the leader with tasks that keep the room cheerful and the programs running smoothly.

The Division Greeters:

- a. Are selected by the Leaders with help from the Children’s Sabbath School Coordinator.
- b. Meet each student as they enter the room and help them feel welcome, count the offering, and take attendance.

The Division Pianists:

- a. Are selected by the Leaders with help from the Children’s Sabbath School Coordinator.
- b. Support the program through playing the music; arrive early in order to have all materials prepared.

Family Ministries Pastor

Division Leaders

Division Assistant Leaders

Division Greeters

Division Pianists

Reports to

COMMUNITY SERVICES BOARD

Seven to ten members, including the Church Treasurer or Assistant Church Treasurer, are chosen by the Nominating Committee for three-year terms.

The Pastor Emeritus or a designee is Chair.

The Community Services Leader is selected by the Community Services Board and approved by the Personnel Committee and the Church Board.

The Assistant Leader and Secretary/Treasurer are selected by the Nominating Committee from the CS Board members.

~~Monthly~~ As needed.

The Community Services Leader provides a monthly report to the PUC Church Board.

The Board Chair:

- a. Prepares the agenda and leads out in meetings.
- b. Monitors activities.
- c. Leads out in policy development.

The Community Services Board:

- a. Develops and regulates policies and guidelines for the operation and maintenance of the Community Service Center in harmony with the North American Division Community Services standards.
- b. Makes decisions in regard to allocation of funds.

Northern California Conference of SDA Community Services Department and PUC Church Board

Membership

Chair

Community Services Leader

Assistant Leader and Secretary/Treasurer

Frequency of Meetings

Leader Responsibilities

Chair Responsibilities

Board Responsibilities

Reports to

CURBSIDE MINISTRY

The leader is selected by the Nominating Committee. The leader then recruits and schedules curbside greeters.

Three years

The greeters are to provide arriving worshippers a welcome and curbside assistance on Sabbath morning.

Worship Pastor

Leaders, Members

Term

Responsibilities

Reports to

INFORMATION DESK MINISTRY

The Director is selected by the Nominating Committee.

The Ministry Team consists of six to 10 members, as chosen by the Nominating Committee, for three-year terms.

The Ministry Director coordinates the schedule.

The Ministry members:

- a. Answer questions of attendees and direct persons to appropriate Sabbath Schools.
- b. Each Sabbath morning, put the bulletins, any handouts, and tags and pens for notes on the Gratitude Tree on the information desk counter and put left-over material away after church.
- c. Place the guest book and pen on the stand in the Narthex and return it to the bulletin box at the end of the service.

Worship Pastor

Ministry Director

Ministry Team

**Director
Responsibilities**

**Ministry
Responsibilities**

Reports to

NEIGHBORHOOD TABLE

The Nominating Committee selects a director and four additional members to serve as a Steering Committee for a three-year term. The Family Ministries Pastor meets with the Steering Committee.

Services that are provided include:

- a. Providing a free lunch that is open to everyone on Thursdays in the Fireside Room. Food donations are received from participating stores and agencies.
- b. Preparing and distributing weekly food boxes to selected Angwin families in need.
- c. Sending a report to the Sacramento Salvation Army stating the number of people fed and any monetary donations.
- d. Sending a report to the Napa Valley Food Bank
- e. Helping clean the kitchen and Fireside Room after each meal.

Family Ministries Pastor

Ministry Team

**Ministry
Responsibilities**

Reports to

PATHFINDER CLUB MINISTRY

The Pathfinder Club director is elected by the Nominating Committee for a three-year term and is a member of the Church Board.

The Pathfinder Club staff is selected by the director. The staff usually includes a deputy director, secretary, treasurer, drill master, camping coordinator, craft coordinator, boys’ director, girls’ director, and boys’ and girls’ counselors. Other positions may be added as needed.

- a. The Pathfinder Club ministers to youth ages 10-15 or in the 5th grade and up.
- b. The director and staff determine the time, place, and frequency of the club meetings and activities. All off-campus activities for the quarter or year are to be presented to the Church Board for approval in order for the activities to be covered by the Pathfinder Insurance provided by the conference.
- c. The director and staff assure that all transportation of Pathfinders is in accordance with the church insurance policies for vehicles and drivers.
- d. The treasurer collects and deposits fees and funds either with the church treasurer or has a club checking account that is audited by the church treasurer each quarter maintaining necessary accounting principles.
- e. The director coordinates with the church secretary for room use and reservations, as well as clean-up and lock-up protocol.
- f. The secretary submits monthly reports of membership and activities to the local Conference Youth/Pathfinder Department.
- g. The Pathfinder Club is part of a geographical area with an Area Coordinator who is available for advice and support, and who will also participate in ceremonies and special events of the club.
- h. Appropriate vetting of leaders and adults must be made, as required by the Northern California Conference (training, fingerprinting, background checks, etc.).

The Pathfinder Club is part of the family of Pathfinder Clubs in the local conference and is expected to participate in conference-wide events such as Camporees, Fairs, Bike-a-thons, Work-a-thons, etc. This involvement helps the Pathfinders experience the larger Pathfinder family outside the local club.

Church Board and the Youth Pastor for approval of all staff, activities, and programs.

Ministry Director

Ministry Membership

Ministry Responsibilities

Reports to

RECEPTION & GREETING MINISTRY

The ministry director is selected by the Nominating Committee for a three-year term.

The Nominating Committee selects approximately 30 persons for three-year terms. Candidates need to be able to stand for extended periods.

The Ministry Director coordinates the schedule.

The ministry members:

- a. Warmly welcome guests and church members.
- b. Direct guests to the guest book.
- c. Distribute the Church Bulletin and other materials as appropriate.
- d. Sign up for duty once every 4-6 weeks.

Worship Pastor

Ministry Director

Ministry Team

**Director
Responsibilities**

**Ministry
Responsibilities**

Reports to

WOMEN’S MINISTRY

The ministry leader is selected by the Nominating Committee for a three-year term.

Approximately ten members are selected by the Nominating Committee for three-year terms.

The Women’s Ministry team meets approximately once a quarter or more often as needed.

The purpose of Women's Ministry is to provide occasions for women to grow in Christ through fellowship with other women, be strengthened in their roles, and engage in meaningful ways to serve in church and community life.

The Women’s Ministry purpose has been accomplished through a variety of ways, such as:

- a. Small study groups
- b. Service projects
- c. Collaborations with other church committees
- d. Enrichment programs and workshops for women and men
- e. Social events (Annual Spring Tea, Christmas house tours, etc.)

Family Ministries Pastor

Ministry Leader

Ministry Team

Frequency of Meetings

Ministry Purpose

Ministry Responsibilities

Reports to

YOUTH MINISTRY AND SABBATH SCHOOL

Youth Pastor

The Youth Team is composed of 10 members as selected by the Nominating Committee for one-year terms. The Youth Team membership includes a Church Elder.

The director calls meetings of the Youth Team as needed.

The Youth Team:

- a. Ministers to the junior high and high-school aged youth of the church.
 - b. Determines the content that will be covered in each Sabbath School.
 - c. Plans the youth summer program, weekly Bible study, weekend activities, church mission trips, and other outreach activities.
- a. The Youth Pastor oversees the coordination and preparation of the different elements for each week’s Youth Sabbath School, including:
 - Bible Study
 - Worship/Music
 - Time of Prayer
 - Time of Sharing
 - b. Youth Sabbath School does not have a rigid format. Instead, the Youth Team aims to adapt to the perceived needs of the students. Some weeks the program includes study, teaching, prayer, and worship. Other weeks most of the time is spent simply on studying a particular passage of Scripture and looking for its application in contemporary life.

The leaders and assistant leaders of Earliteen Sabbath School are chosen by the Nominating Committee for one-year terms. The Youth Pastor works with these leaders on a regular basis regarding the vision and programming for the Earliteen Sabbath School.

Youth Pastor

Ministry Director

Ministry Membership

Director Responsibilities

Ministry Responsibilities

Youth Sabbath School

Earliteen Sabbath School

Reports to

Chapter 5 - REPRESENTATIVES

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PUC Prep Board Members	5-5
Religious Liberty Representative	5-6
Wedding Representatives	5-7

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BEREAVEMENT COORDINATORS

Two to four individuals are selected by the Nominating Committee.

Three years.

Whenever a memorial service is scheduled to be held in the church facilities, a Bereavement Coordinator is assigned to the family. One individual is chosen by the family to act as the contact person who works directly with the Bereavement Coordinator. **(See Appendix – Bereavement for additional information.)**

The Bereavement Coordinator:

- a. Assists with the coordination of church ministries for the grieving family.
- b. Assists with the coordination of the memorial service.
- c. Is acquainted with the PUC Church policies for memorial services and assists the family in following those policies.
- d. Coordinates with the church secretary for scheduling facilities, clean-up and lock-up protocol and possible need for help from deacons.

Lead Pastor and Church Board

Membership

Term

Responsibilities

Reports to

PUC CHURCH REPRESENTATIVES TO PUCE BOARD

Six members of the PUC Church are selected by the Nominating Committee to serve on the PUCE School Board. The Family Ministries Pastor is an ex-officio member of the PUCE Board.

Three years. Two of the six members rotate each year.

The representatives:

- a. Encourage the school to pursue a philosophy of ministry in harmony with the culture and ideals of the SDA Church.
- b. Assure that school funds are appropriately and carefully utilized.
- c. Focus on providing a quality educational experience with a sound curriculum, well-qualified educators, and appropriate tools in accordance with Pacific Union and Northern California Conference policies, student needs, and financial responsibility.
- d. Become familiar with the PUCE constitution (see Appendix – PUCE Constitution).
- e. Become familiar with the policies of the Pacific Union and the Northern California Conference Boards of Education.
- f. Serve in whatever capacity appointed to or elected to on the PUCE Board.

Church Board.

Membership

Term

Responsibilities

Reports to

PUC CHURCH REPRESENTATIVES TO PUC PREP BOARD

Six members of the PUC Church are selected by the Nominating Committee to serve on the PUC Prep School Board. The Lead Pastor or his pastoral designee is an ex-officio member of the PUC Prep Board.

Three years. Two of the six members rotate each year.

The representatives:

- a. Encourage the school to pursue a philosophy of ministry in harmony with the culture and ideals of the SDA Church.
- b. Assure that school funds are appropriately and carefully utilized.
- c. Focus on providing a quality educational experience with a sound curriculum, well-qualified educators, and appropriate tools in accordance with Pacific Union and Northern California Conference policies, student needs, and financial responsibility.
- d. Become familiar with the Prep constitution (see Appendix – Prep Constitution)
- e. Become familiar with the policies of the Pacific Union and the Northern California Conference Boards of Education.
- f. Serve in whatever capacity appointed to or elected to on the Prep School Board.

The PUC Prep Board representatives report to the Church Board.

Membership

Term

Responsibilities

Reports to

RELIGIOUS LIBERTY LEADER

The Religious Liberty Leader is selected by the Nominating Committee.

Three years.

The Religious Liberty Leader:

- a. Makes pamphlets and other religious liberty material available to the church members.
- b. Attends religious liberty seminars provided by the conference or union to keep informed and updated.
- c. Provides occasional religious liberty information for the church bulletin.
- d. Participates in Religious Liberty Sabbath.
- e. Leads out in the Religious Liberty Magazine campaign.

Lead Pastor

Selection

Term

Responsibilities

Reports to

WEDDING REPRESENTATIVES

One to three individuals are selected by the Nominating Committee.

Three years

Whenever a wedding is scheduled to be held in the church facilities, a Wedding Representative is assigned to the family. One individual is chosen by the family to act as the contact person who works directly with the Wedding Representative. The Wedding Representative is paid according to the fees listed in the Wedding Application. **(See the Appendix – Wedding Brochure for additional information.)**

The Wedding Representative:

- a. Assists coordination with the Church Secretary for scheduling facilities, protocol, and need for help from deacons or deaconesses.
- b. Does not coordinate the wedding or reception unless a specific agreement is made to do so.
- c. Is acquainted with the PUC Church policies for weddings and assists the wedding party in following those policies.
- d. Reviews the final checklist with the contact person at the end of the function to assure that everything is in order so that deposits may be refunded.

Lead Pastor and Church Board

Members

Term

Responsibilities

Reports to

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Chapter 6 – PASTORAL STAFF

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GENERAL PASTORAL ORGANIZATION & RESPONSIBILITIES

The Lead Pastor heads the Pastoral Staff, which includes the Worship Pastor, Family Ministries Pastor, Youth Pastor, PUC Chaplain, PUC Assistant Chaplain, and Pastors Emeriti.

PUC Church pastors are expected to:

- a. Put a high priority on keeping an honest and transparent spiritual orientation.
- b. Nurture an attitude that we are here to serve each other, including all paid staff, and our church members.
- c. Overtly support the teachings, practice, and leadership of the Seventh-day Adventist Church, and where there is tension, observe silence or calm discretion.
- d. Support the mission and leadership of PUC.
- e. Participate in the financial support of the church and its ministries.
- f. Use discretion in the keeping of confidential information.
- g. Keep the highest standard in sexual morality, business affiliations, and practices.

PUC Church Pastors are expected to:

- a. Read in professional areas, including professional journals, and contribute to the professional library.
- b. Attend professional seminars.
- c. Attend denominational meetings.

The following appointment responsibilities apply to all full-time members of the Pastoral Staff, except the Campus Chaplain (see Appendix 3 – PUC Chaplain), who has discretion to negotiate his/her level of participation:

- a. Share the daily pastor-on-duty rotation in the office, usually two shifts per week.
- b. Share the weekly on-call rotation and duties.
- c. Attend Sabbath School and Worship at least three times per month, and find a way to serve.
- d. Give Bible and baptismal studies.
- e. Attend all staff meetings and personal sharing times.
- f. Check email and phone messages daily, and respond in a timely fashion.
- g. Provide the Church Secretary with bulletin information no later than Wednesday noon; inserts sooner than that if possible.
- h. Conduct morning worship once a week at PUC Elementary.
- a. Drop in at Community Services on Tuesday.
- b. Drop in at Neighborhood Table on Thursdays.
- c. Be prepared to lead in the announcements at the worship service.
- d. Be prepared to help coordinate worship services.

Pastors are selected in coordination with the Northern California Conference.

Organization

Spiritual/Ethical Responsibilities

Professional Growth

Regular Appointments

Appointments for On-Call Pastor

Selection

LEAD PASTOR

The Lead Pastor for the PUC Church provides leadership, mentoring, oversight, and general responsibility for the church pastoral ministry.

The Lead Pastor:

- a. Actively coordinates and participates in “vision casting” for the church.
- b. Prepares for and is involved in preaching on Sabbath morning.
- c. Oversees the worship and preaching calendar.
- d. Provides primary decision making for the daily operation of the church.
- e. Coordinates church plant repairs.
- f. Exercises financial management of operational and restricted funds, approves expenditures, and monitors budgets.
- g. Oversees insurance issues for church property, equipment, and liability.
- h. Works with the Elders in order to facilitate the Elder ministry.
- i. Makes counseling appointments with church members as needed.
- j. Provides oversight for follow-up of decisions made by the Church Business Session, Church Board, pastoral staff, Church Staff, and various committees.
- k. Maintains responsibility to the pastoral staff on an individual basis and to the staff as a group.
- l. Acts as the liaison with the Northern California Conference for church operational issues.
- m. Coordinates and oversees the operation of the Nominating Committee.
- n. Serves as a Pacific Union College Board invitee.
- o. Fosters a good working relationship with PUC.
- p. Participates in visitation of church members as needed.
- q. Coordinates crisis management for the church.

In order to facilitate pastoral care for the congregation, the Lead Pastor:

- a. Develops and nurtures a program of consistent pastoral and lay care by coordinating home visitations and sharing urgent care needs.
- b. Works with Elders, Deacons, and Deaconesses to initiate and administer specialized care ministries.
- c. Initiates New Member Orientation.

General Description

Goals and Responsibilities

Pastoral Care Goals and Responsibilities

In order to facilitate the administration of the church office, the Lead Pastor:

- a. Meets regularly with the Elders for planning and feedback.
- b. Plans Church Staff and Pastoral Staff meeting agendas.
- c. Is available to the Associate Pastors in order to help in the successful completion of defined ministries and ongoing ministry concerns.
- d. Coordinates travel and vacation plans of the Associate Pastors and church employees.
- e. Provides primary supervision and evaluation to the Church Staff and is available to support as needed in the completion of responsibilities.
- f. Provides timely counsel and feedback to all members of the Pastoral Staff and Church Staff.

The Lead Pastor serves on the following:

- a. Church Board
- b. Adult Sabbath School & Community Committee
- c. Angwin Food Pantry
- d. Bereavement Committee
- e. Blood Pressure Ministry
- f. Building and Management Committee
- g. Candle Outreach Committee
- h. Conciliation Committee
- i. Deacons, Deaconesses
- j. Finance Committee
- k. Interim Nominating Committee
- l. Nominating Committee
- m. Personnel Committee
- n. PUC Prep Board (may appoint a pastoral designee)
- o. Religious Liberty
- p. Wedding Committee

In addition, the Lead Pastor may attend any church committee.

- a. Northern California Conference
- b. Answers in collegial accountability to the pastoral staff.

Church Office Administration

Boards and Committees

Reports to

WORSHIP PASTOR

The Worship Pastor for the PUC Church will participate in all general pastoral responsibilities.

The Worship Pastor:

- a. Oversees all worship services of the PUC church. Plan and execute creative worship services with the worship teams in coordination with the lead pastor and his/her curriculum.
- b. Oversees the audio and visual teams.
- c. Works with church members and the video team to attend to the aesthetic look and feel of the platform.
- d. Ensures that the quality and variety of music in church will represent a multigenerational service, with a rich mix of excellence in music, performed and led.
- e. Develops worship teams that will reflect the diversity that exists in age, gender, and race our church and school offer. Train teams in how to lead a multigenerational worship service to best meet the needs of the congregation.
- f. Communicates with all parties involved in church services well ahead of each service, including the church office administrator, the church organist, AV teams, and all people involved in each service.
- g. Assists with weekly bulletin production by coordinating the worship service with the Worship Teams and providing general editing.
- h. Establishes a strong working relationship with the Lead Pastor and meets regularly in order to review the church program and set priorities.
- i. Acts and speaks on behalf of the Lead Pastor in his/her absence.
- j. Is on call with the rest of the pastoral staff, taking part in all shared pastoral duties.
- k. Attends all staff meetings, board meetings, and conference/union meetings that are necessary as part of the PUC pastoral team.
- l. Meets regularly with the lead/teaching pastor to vision church services that will enhance the preaching curriculum.
- m. Oversees updating of the Policies and Procedures Handbook.
- n. Participates in and presents regular (Monday) devotionals at PUCE and occasional chapel services at PUC Prep.
- o. Attends regional or national training seminars on excellent worship practices as they are available.
- p. Steps into the preaching rotation if that is in line with their spiritual giftedness.
- q. Shares administrative duties with the rest of the pastoral staff.

General Description

Goals and Responsibilities

The Worship Pastor serves on the following:

- a. Church Board
 - b. Curbside Ministry
 - c. Information Desk Ministry
 - d. Reception and Greeting Ministry
 - e. Potluck Committee
 - f. Technical Ministries Committee
 - g. Policies and Procedures Committee
 - h. Interior Design Committee
 - i. Nominating Committee
-
- a. Lead Pastor
 - b. Answers in collegial accountability to the pastoral staff.

**Boards and
Committees**

Reports to

FAMILY MINISTRIES PASTOR

The Family Ministries Pastor for the PUC Church provides leadership, mentoring, oversight, and general responsibility for pastoral ministry to children, women, and families.

In order to facilitate ministry to children the Family Ministries Pastor:

- a. Nurtures a foundational knowledge of God and His love through ministries including Sabbath School, children’s church, baptismal classes, Pathfinders, Adventurers, VBS, special events, and Christian elementary school.
- b. Provides PUCE staff with spiritual nurture and affirmation.
- c. Works to build bridges between PUCE and the church.
- d. Conducts weekly worships in classrooms at PUCE.
- e. Makes both home and school visits and has the office door open to children.
- f. Coordinates child dedications.
- g. Coordinates participation in church services for families and children.
- h. Organizes the children’s story.

In order to facilitate ministry to women, the Family Ministries Pastor:

- a. Leads the church in providing an environment that nurtures women spiritually, emotionally, and socially.
- b. Plans special events (e.g. tea/brunch, open house).
- c. Supports women with special needs, such as single mothers, divorcing/separating women, and abused women.
- d. Provides recreation and craft experiences.
- e. Provides pastoral and spiritual counseling to women and families.

In order to facilitate ministry to families, the Family Ministries Pastor:

- a. Leads the church in providing an environment that nurtures the church family and individual family units.
- b. Supports fellowship ministries, including church potlucks, Sabbath refreshments, and special events for families (e.g., picnics).
- c. Coordinates the provision of healing ministries such as divorce care, grief care, and the 12-step program.
- d. Coordinates the provision of seminars in areas such as pre-marriage, marriage, parenting, and stages of life.
- e. Assists in the deaconess ministry in an advisory role.

General Description

**Children’s Ministries
Goals and
Responsibilities**

**Women’s Ministries
Goals and
Responsibilities**

**Family Life
Ministries Goals and
Responsibilities**

The Family Ministries Pastor serves on the following:

- a. Church Board
- b. PUCE School Board
- c. Women’s Ministries Committee
- d. Family Ministries Committee
- e. Adventurers
- f. Children’s Ministries Committee
- g. Interior Design Committee
- h. Flower and Decorating Committee
- i. Hospitality Table Committee
- j. Pathfinders (shared with Youth Pastor)
- k. Photography Ministries Committee
- l. Neighborhood Table Committee
- m. Nominating Committee
- n. Children’s Sabbath Schools Committee
- o. Welcome Committee

- a. Worship Pastor
- b. In the absence of the Worship Pastor, reports to the Youth Pastor.
- c. Answers in collegial accountability to the pastoral staff.

**Boards and
Committees**

Reports to

YOUTH PASTOR

The Youth Pastor for the PUC Church provides leadership, mentoring, oversight, and general responsibility for pastoral ministry to youth ranging from grade seven through high school.

Supervises and mentors Junior High and High School Sabbath School leaders (player-coach communication, planning, and participation with staff members).

- a. Makes personal school appearances, scheduled and unscheduled, at key times.
- b. Shares pastoral contact for Pathfinders with Family Ministries Pastor.
- c. Develops goals with pastoral staff and youth team.
- d. Gives Bible and baptismal studies.
- e. Teaches Bible classes at PUC Prep as needed and as available.
- f. Serves as Chaplain at PUC Prep.
- g. Develops methodologies with pastoral staff and youth team.
- h. Advises the Nominating Committee sub-committee that appoints these officers, and supervises these ministries:
 - Pathfinder Leadership (shared with Family Ministries Pastor).
 - Youth Sabbath School Leaders
 - Others as assigned

The Youth Pastor serves on the following:

- a. Church Board
- b. PUC Prep staff meetings
- c. Nominating Committee
- d. Youth Ministry Committee
- e. Youth Sabbath School Committee
- f. Pathfinder meetings and outings (occasional)

- a. Lead Pastor
- b. In the absence of the Lead Pastor, reports to the Worship Pastor.
- c. Answers in collegial accountability to the pastoral staff.

General Description

**Youth Ministries
Goals and
Responsibilities**

**Boards and
Committees**

Reports to

PASTOR EMERITUS

The Pastor Emeritus of the PUC Church provides valuable experience and support to the pastoral and church staffs, and also provides pastoral care to the church members.

The Pastor Emeritus ministers part-time in the following areas:

- a. Assistant Treasurer preparing and making the weekly deposit of offerings; preparing check requests and signing checks; preparing the bi-weekly time sheets for church employees to be sent to the Northern California Conference; attending the Finance Committee by invitation
- b. Chair of the Community Services Board
- c. Chair of the Community Needs Committee
- d. Member of the Board of Elders
- e. Invitee/non-voting member of the Church Board
- f. Actively visiting church members
- g. Acting as liaison with the elementary and secondary schools for student financial aid.
- h. Being available for other pastoral duties as needed and requested

The Pastor Emeritus serves on the following:

- a. Church Board (Invitee)
- b. Community Needs Committee
- c. Community Services Board
- d. Board of Elders

- a. Lead Pastor
- b. In the absence of the Lead Pastor, reports to the Worship Pastor.
- c. Answers in collegial accountability to the pastoral staff.

General Description

**Emeritus Pastor
Goals and
Responsibilities**

**Boards and
Committees**

Reports to

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CHURCH CLERK AND ASSISTANTS

The Church Clerk and Assistant Clerk are chosen by the Church Personnel Committee and approved by the Church Board. Any volunteer assistants to the Church Clerk are chosen by the Nominating Committee.

The Church Clerk and Assistant Clerk:

- a. Facilitate membership transfers.
 - b. Maintain the PUC Church member information on eadventist.net.
 - c. Attend the Church Board and Business meetings, take minutes and submit them for insertion in the permanent record, receiving payment in accordance with state labor laws.
-
- a. The Church Clerk and Assistant Clerk determine the distribution of the above duties among themselves.
 - b. Due to budget constraints, not all assistant(s) are paid; special appreciation is given to those who generously volunteer.
 - c. The position of Church Clerk may be combined with the position of Church Treasurer.

Lead Pastor

Selection

Responsibilities

Distribution of Duties

Reports to

CHURCH FACILITIES MANAGER

The Church Facilities Manager is chosen by the Church Personnel Committee and approved by the Church Board.

The Church Facilities Manager:

- a. Cares for church plant maintenance needs.
- b. Coordinates the cleaning of the church plant.
- c. Covers some church, college, and other meetings and events that take place in the church facilities, receiving payment in accordance with state labor laws.
- d. Cares for the church facility key system.
- e. Orders supplies.
- f. Oversees the church security system.
- g. Serves on the Church Building & Management Committee, receiving payment in accordance with state labor laws.
- h. Supervises student workers.
- i. Serves as liaison with state and county inspectors.
- j. Coordinates with deacons for occasional help as needed for special projects.
- k. Performs other duties as assigned.

Lead Pastor

Selection

Responsibilities

Reports to

CHURCH SECRETARY

The Church Secretary is chosen by the Church Personnel Committee and approved by the Church Board.

The Church Secretary:

- a. Develops, coordinates, and maintains comprehensive office files and records.
- b. Answers phone calls and e-mails in a timely manner and takes messages for pastors.
- c. Greets and assists church members, students, and other visitors.
- d. Prepares church mailings.
- e. Prepares and coordinates the monthly church calendar.
- f. Schedules facilities (fees, keys, orientation, users’ special needs/requests, etc.).
- g. Maintains office machines.
- h. Orders all office supplies.
- i. Composes and types correspondence and forms.
- j. Updates staff information for the college & conference.
- k. Prepares, prints, and folds the church bulletin.
- l. Coordinates and inserts bulletin inserts.
- m. Supervises and schedules office volunteers.
- n. Keeps bulletin, calendar and board documents current on the PUC Church website.
- o. Coordinates office workflow.
- p. Organizes, makes, and distributes the yearly Church Leadership book.
- q. Prepares materials for the Nominating Committee process.
- r. Attends weekly church staff meetings, as needed, receiving payment in accordance with state labor laws.
- s. Prepares supporting materials for meetings, as requested.
- t. Works closely with Facility Director, Treasurer, Clerk, and all pastors for wedding, memorial, and other event set-up, fees, and A/V needs.
- u. Helps maintain church database.
- v. Types and organizes documents for deacons, deaconesses, and parishes.
- w. Performs other duties as assigned.

Lead Pastor

Selection

Responsibilities

Reports to

CHURCH TREASURER AND ASSISTANT

The Church Treasurer and Assistant Church Treasurer are chosen by the Church Personnel Committee and approved by the Church Board.

The Church Treasurer and Assistant:

- a. Count and post all tithes and offerings from church services and payroll withholding.
- b. Maintain accounts with the appropriate financial institutions.
- c. Send out donation receipts at end of year.
- d. Maintain financial records for Church Budget, Community Services, and all restricted funds.
- e. Prepare financial statements for end of each month and end of year.
- f. Keep accounts payable current.
- g. Attend church staff meetings as needed, receiving payment in accordance with state labor laws.
- h. Perform other duties as assigned.

All checks and money transfers will be signed and approved by the Assistant Treasurer or the Lead Pastor, not the Church Treasurer.

The Church Treasurer or assistant serve on the following Boards and committees, receiving payment in accordance with state labor laws.

- a. Finance Committee
- b. Community Services Board
- c. Church Board
- d. Community Needs Committee

- a. The Church Treasurer and assistant determine the distribution of the above duties.
- b. The position of Church Treasurer may be combined with the position of Church Clerk.

Lead Pastor

Selection

Responsibilities

Check Signing and Money Transfers

Boards and Committees

Distribution of Duties

Reports to

COMMUNITY SERVICES LEADER

The Community Services Leader is selected by the Community Services Board, and approved by the Personnel Committee and the Church Board.

The Community Services Leader:

- a. Implements the policies and guidelines set by the Community Services Board for the operation and maintenance of the Community Service Center.
- b. Operates within the budget provided by the Community Services Board.
- c. Represents the Community Service Center as a member of the Church Board, receiving payment in accordance with state labor laws.

Pastor Emeritus and Church Board

Selection

Responsibilities

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COMMITTEE AND MINISTRY FORMATION AND DISSOLUTION POLICY

When it is desired to form a new committee or ministry, a description for the committee or ministry is submitted (usually through a pastor) to the Policies and Procedures Committee, who will review it, make modifications as needed, and present it to the Church Board for approval. Once approved, the Interim Nominating Committee will fill the positions as stated in the description.

During this process, the new committee may operate as a transition committee with temporary members.

When a committee or ministry is no longer functioning or is deemed to no longer be needed, a request to have it deleted from the *Church Handbook* may be made to the Policies and Procedures Committee (usually through a pastor), who will review the request. If the request is supported, it will be presented to the Church Board for approval.

**Committee and
Ministry Formation
Policy**

**Committee and
Ministry Dissolution
Policy**

CONCILIATION POLICY

The SDA Church generally looks with disfavor on its members dealing with disputes through means of litigation. Therefore, the PUC Church offers the Conciliation Committee as a resource to assist its members with the resolution of serious problems. It is recommended that members involved in disputes make every effort to take advantage of this resource.

Nevertheless, it is noted that such a resource is not adequate for resolving every problem. The PUC Church refers its members to the SDA Church Manual regarding this issue:

“Civil litigation is often carried on in a spirit of contention that results from and reveals human selfishness. It is this kind of adversary proceedings that must be discouraged by a church that seeks to exhibit the spirit of Christ . . .

“While there are, in the modern world, occasions for seeking decrees of civil courts, Christians should prefer settlement within the authority of the church, and should limit the seeking of such decrees to cases that are clearly within the jurisdiction of the civil courts and not within the authority of the church or for which the church agrees it has no adequate process for orderly settlement. Such suits before civil courts should never become revengeful adversary proceedings, but should develop out of a desire to seek arbitration and to settle differences amicably” (p 60).

Overall, the PUC Church desires for its members to achieve unity as the body of Christ and to live in Christian love. Any member involved in a serious dispute is encouraged to take advantage of the conciliation offered by the Church in order to promote the well-being of both the individual and the church body.

Conciliation Resources

When Litigation Cannot Be Avoided

Ultimate Goal is Unity of the Church

EVENTS (OFF-CAMPUS) POLICY

All off-campus events must follow these procedures:

- a. All off-campus trips must be approved by the Church Board before the trip is announced.
- b. A trip application form needs to be submitted to the Church Office before departure. This should include the list of events, the times of arrival and departure, and key cell phones of leaders (See Appendix for application form.)
- c. Permission slips for minors must be signed and presented to the trip director. Permission slips should be with the driver the child is riding with.
- d. Medical Release Forms for minors must be kept on file, and the driver of each vehicle should have a copy of the slip for each rider.

**Travel
Requirements**

FACILITY USE POLICY

Any individual or group of individuals who utilize the Pacific Union College Church facilities should do so with:

- a. The intent to preserve the cleanliness and good repair of the facilities, and
- b. The understanding that actions and activities within the facilities should be in harmony with Church beliefs.

Adherence to these general guidelines will include (but may not be limited to) the following conditions:

- a. Facilities should be reserved through the Church Office. Fee schedules, security deposits, and other practical considerations will be discussed at the time of reservation. The current fee schedule is in the Appendix – Facility Fee Schedule.
- b. Any proposed decoration of facilities or movement of furniture should be discussed at the time of facility reservation.
- c. Reimbursement will be expected if significant harm is done to furniture, carpeting, etc., during the course of the event.
- d. If a group proposes to conduct any activities which are not in harmony with local Church practices, these intentions should be discussed at the time that the facility is reserved.
- e. Those who use the kitchen must follow any and all posted rules and guidelines in order to maintain the equipment and environment.
- f. The grounds and buildings are a no-smoking, no-alcohol, and no-drug environment.

**Facility Use
Guidelines**

MEMBERSHIP PROCEDURES

The Pacific Union College Church follows the membership procedures outlined in the Seventh-day Adventist Church Manual (found online at <http://www.adventist.org/information/church-manual/>). A brief description of the practical procedures is provided below.

An active member of the SDA Church can request that his or her membership be transferred to the PUC Church from another SDA church by following these steps:

- a. Contact the church office by one of several methods: E-mail (church@puc.edu), phone (707-965-7297), or link card located on the pew backs (submitted to a pastor, or at the Welcome Desk in the Narthex, or placed in the offering container).
- b. The clerk enters the request into *eadventist.net*.
- c. The other church will take action on the request. Once that church has voted to approve the transfer, the PUC Church will be notified.
- d. Upon receipt of the request, a pastor will contact the individual.
- e. The PUC church clerk refers the transfer to the PUC Church Board for a vote.
- f. Upon Board approval, the name is printed in the church bulletin for two weeks, for first and second readings.
- g. Upon approval from the PUC Church congregation, the transfer is posted in *eadventist.net* by the PUC Church Clerk.
- h. Upon completion of this process, the transferring member will be received into PUC church membership.

An individual who is not presently a Seventh-day Adventist can become a member in one of two ways:

- a. Baptism: A pastor will meet with any interested individual in order to prepare for baptism.
- b. Profession of Faith: An individual who has already been baptized by immersion has the option of becoming a member by profession of faith. A pastor will work with the individual in order to prepare for membership.

(Continued on next page)

**Joining the Church
by Transfer**

**Joining the Church
as a New Seventh-
day Adventist**

A current member of the PUC Church can request that membership be transferred to another SDA church by the following:

- a. The individual contacts the clerk of the new church and requests a membership transfer. That clerk enters the request into *eadventist.net*.
- b. The PUC Church Clerk refers the transfer to the PUC Church Board for a vote.
- c. Upon Board approval, the name is printed in the church bulletin for two weeks, for first and second readings.
- d. Upon approval from the PUC Church congregation, the transfer is posted in *eadventist.net* by the PUC Church Clerk.
- e. The new church takes action on the member.
- f. Once the new church has voted to accept the member, the PUC Church is notified and the transfer is complete.

The PUC Church is saddened when a member chooses to leave but respects the right of each individual to make such a decision. A member may request to be removed from membership through the following procedure:

- a. The request should be in the form of a letter that is submitted to the church office, any member of the pastoral staff, or the head elder.
- b. A pastor will encourage the member to allow time for reflection on the decision and will make every attempt to work with the member to restore his or her relationship with the church.
- c. If the member remains confident in his or her decision, the letter of resignation will be presented to the Church Board.
- d. The Church Board will forward the letter to the next Church Business Meeting.
- e. Out of respect for the member, action will be taken on the letter without public discussion.

The Church Manual outlines clear procedures for disciplinary removal when necessary. However, the PUC Church makes every attempt to avoid such proceedings, preferring to promote loving, redemptive relations through Christ for all church members.

Leaving the Church by Transfer

Leaving the Church by Removal of Name from the Books

Leaving the Church by Removal through Disciplinary Action

MEMORIAL SERVICE POLICY

See Appendix – Bereavement for more information.

STUDENT FINANCIAL ASSISTANCE PROGRAM

The purpose of the program is to operate a plan for needy student financial assistance that:

- a. Assists eligible families with the high cost of Adventist education.
- b. Enables all parties to have closure on the viability of the support by registration day.

The school involved determines eligibility. All families applying for the program must meet the following requirements:

- a. Complete the application form.
- b. Demonstrate financial hardship to the local school.
- c. Non-SDA families will be encouraged to attend church services.

The program has the following benchmark dates:

- a. **Late Spring:** Families are informed (through mail and bulletin announcements) that the possibility exists for financial assistance from the church for the next school term. The announced deadline to apply is June 30. Application does not assure aid.
- b. **July 1:** The church is presented with a financial goal for the year, and funds are raised each Sabbath until it is clear that the church will be able to support the plan.
- c. **July 15:** A three-member sub-committee of the Community Needs Committee meets to review cases. Assistance is awarded based on the submitted data of the applicant and the estimated ability of the church to raise the money with consideration for equal sacrifice of church and family.
- d. **Registration Day** (or before): Schools receive a list of students who are under the plan along with the amount of their education that will be subsidized.

Purpose

Eligibility

Benchmark Dates

WEDDING POLICY

See Appendix – Wedding Brochure and Application or the church office for more information.

Chapter 9 - APPENDICES

Bereavement Checklist

Events (Off Campus) Form

Facility Fee Schedule

Pacific Union College Chaplain
Responsibilities

Pacific Union College Elementary School
Constitution

Pacific Union College Preparatory
School Constitution

Wedding Brochure and Application

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