

These Policies & Procedures, Chapters 1 thru 8, together constitute Chapel by the Sea’s Manual of Administrative Operations. Their purpose is to specify the form, guide the work and facilitate the orderly governance of Chapel by the Sea’s Ministries and Missions. They are posted on the Internet for the convenience of our elders, staff, church members, and friends of Chapel by the Sea. Simply use your cursor to point and click on the policy you would like to read. A PDF document containing that policy will open. The Minutes of the Session of the Chapel by the Sea are the primary and official resource. Every effort has been made to ensure they are correct and up-to-date. See also, Policy & Procedure #2.1.

1 - SESSION ORGANIZATION & OVERSIGHT

- Session Operations #1.1
- Ruling Elders and Session #1.2
- Deacons #1.3
- Nominating Committee #1.4
- Committee Structure and Function #1.5
- Committee Communication and Planning #1.6
- Memorial Funds #1.7
- Trips and Tours #1.8
- Child Protection and Sexual Misconduct #1.9

2 - ADMINISTRATION & COMMUNICATION

- Manual of Administrative Operations #2.1
- Accounting Practices #2.2
- Reimbursement of Expenses #2.3
- Open Credit/Vendor Accounts #2.4
- Credit Cards #2.5
- Independent Contractors #2.6
- Chapel Vehicle Usage #2.7
- Use of Chapel's Promotional Facilities #2.8
- Emergencies, Hurricanes and Other Disasters #2.9

3 - FINANCE & STEWARDSHIP

- Procedure for Creating a Budget #3.1
- Approval and Distribution of Funds #3.2
- Payment of Honoraria, Fees and Bonuses #3.3
- Procedures for Monies Received #3.4
- Bank Accounts #3.5
- Presbyterian Foundation Fund Investments #3.6
- Fundraising #3.7
- Gifts of Securities from Chapel Contributors #3.8
- Non-Cash Gifts #3.9
- Insurance and Bonding #3.11
- Leases and Contracts #3.12

4 - FACILITIES & PROPERTY MANAGEMENT

- Fixed Assets #4.1
- Facilities Use #4.2

Security of Premises and Property #4.3
Use of Automated External Defibrillator (AED) #4.4
Procedures for Opening and Closing on Sunday #4.5
Procedures for Using the Kitchen #4.6

5 - PERSONNEL

Employee Classifications #5.1
Position Descriptions #5.2
Age Discrimination in Employment #5.3
Americans with Disabilities Act (ADA) #5.4
Employment Practices #5.5
Probationary Period #5.6
Job Performance and Evaluation #5.7
Counseling and/or Disciplinary Action #5.8
Anti-Harassment/Sexual Harassment #5.9
HIV/AIDS #5.10
Employee Benefits #5.11
Holidays #5.12
Employee Vacations #5.13
Employee Sick Leave #5.14
Family Medical Leave #5.15
Bereavement Leave #5.16
Time Off to Vote #5.17
Jury Duty #5.18
Continuing Education #5.19
Salary and Hourly Rate Changes #5.20
Employee Compensation #5.21
Payroll #5.22
Workweek #5.23
Personnel Files #5.24

6 - DISCIPLESHIP & FELLOWSHIP

Camps and Conferences #6.1
Chapel Scholarships #6.2
Vacation Bible School #6.3

7 - WORSHIP

Funeral Services #7.1
Weddings #7.2
Chancel Flowers #7.3
Ushers #7.4
Greeters #7.5
Music Camps and Conferences #7.6
Care of Robes, Uniforms and Costumes #7.7

8 - MISSION & OUTREACH

God's Table #8.1

Special Offerings #8.2

Pastor's Discretionary Fund #8.3

Community Service #8.4