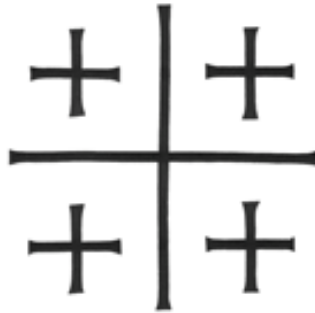


SAINT DAVID'S



CHURCH

*Book of  
Procedures*

August 17, 2008

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## Introduction and Purpose

This Book of Procedures was created as an act of the congregation of Saint David's Church in August of 2007. This Book of Procedures has been established to guide the leaders of the congregation as they deal with worship, finances, discipline and church life.

When the Constitution directs that a certain action should be taken on behalf of St. David's this Book of Procedures will inform that action, and direct the responsible parties to perform those actions in an accountable and reasonable fashion.

There are three sections of the Book: Worship, Governance and Discipline. In each of the sections, terms used in the Constitution are defined and given operational directives for practical operations.

In all things, the Session of Saint David's is responsible for governing the church. This Book of Procedures will direct the Session as they seek to rule God's people in a way that pleases Him. In addition, the Diaconate will use this Book of Procedures to determine the proper course of action as they discharge their duties to the Church. The members will use this Book to determine how they should act in the various situations to which church life leads them.

On all our actions, we plead that God will give us wisdom, grace and charity in all things to trust Him and that he will build us up to a mature ministry in Him.

## Worship

The elders shall develop and use a Godly liturgy for the worship services of Saint David's Church. That liturgy will be informed by the practices of the historical and Reformed church.

The current liturgy is included here.

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## Governance

### 2.1. Financial Procedures

#### 2.1.1. General Fund

2.1.1.1. Saint David's Church of Hockley, Texas, (St. David's Church) in exercise of its religious purposes, has established a general fund to provide for the day-to-day, ongoing needs of the church: rent, bills, expense reimbursements, pastor's salary, supply purchases, and literature purchases are some examples of expenditures that will be made from this fund. All tithes, offerings, and other income received from other sources, will be deposited into this fund, unless those funds are specifically designated to one of the other funds that have been established by St. David's Church.

2.1.1.2. The administration of the fund, including all disbursements, is subject to the control of the session.

#### 2.1.2. Property Fund - Chest of Joash

2.1.2.1. Saint David's Church of Hockley, Texas, (St. David's Church) in exercise of its religious purposes, has established a property fund to provide for the future needs of the church for major repairs, major remodeling, expansion, construction of facilities for the church.

2.1.2.2. St. David's Church welcomes contributions to the fund.

2.1.2.3. The administration of the fund, including all disbursements, is subject to the control of the session. The session may consider recommendations from anyone, but in no event is the session bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the session failed to honor the donor's recommendation. In emergency situations, the session may vote to transfer all or a portion of the fund to the general fund.

2.1.2.4. St. David's Church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should, at any time in the future, the session vote to close this fund, all money in the fund at that time will go in the general fund of the church.

#### 2.1.3. Deacons' Fund

2.1.3.1. St. David's Church, in exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need. St. David's Church welcomes contributions to the fund.

2.1.3.2. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the session and deacons of St. David's Church. The session and deacons will accept recommendations from anyone, but they are not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the session and deacons failed to honor the donor's recommendation. In emergency situations, the session may vote to transfer all or a portion of the fund to the general fund.

- 2.1.3.3. The church recognizes that assisting persons in financial need is a continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the session vote to close this fund, all money in the fund at that time will go in the general fund of the church.
- 2.1.3.4. Also, the church should record, when possible, the required Internal Revenue Service documentation for benevolence requests. The following documentation for benevolence requests should be recorded when possible for accurate record keeping:
  - 2.1.3.4.1. A complete description of the assistance.
  - 2.1.3.4.2. The purpose for which the aid was given.
  - 2.1.3.4.3. The church or benevolence committee's objective criteria for disbursing assistance under the benevolence fund.
  - 2.1.3.4.4. How the recipients were selected.
  - 2.1.3.4.5. The name, address, and amount distributed to each recipient.
  - 2.1.3.4.6. Any relationship between a recipient and officers or substantial contributors to the Church.

## 2. Membership

- 2.1. Article III of the Constitution specifies that the Elders shall receive those into membership based on 5 criteria listed. The Elders shall make their assessment of these criteria based on the following methods:

- 2.1.1. Personal contact through home visits or conversations at church or other venues.
- 2.1.2. Email or other correspondence, providing that the elder(s) are able to visit the potential member in the home, speaking, as much as possible with all members of the family.

## 2.2. Formative Discipline Methods

- 2.2.1. The Elders shall provide opportunities for discipline of the members in their Christian walk. In general, these opportunities will take the these forms:
  - 2.2.1.1. Service to one or more families or individuals that the Deacons list as needy in any fashion.
  - 2.2.1.2. Private or public instruction in doctrine or life necessary to move the individual to maturity,
  - 2.2.1.3. Suggested reading or study for development of Christian character or knowledge.

3. Compensation for Staff and Officers.
  - 3.1. The Session shall compensate those officers and staff members who devote their efforts to the church. Each officer or staff member with either full- or part-time work shall be given a stated salary. The salary may include benefits as determined by the Session and benefits may be paid directly by the church on behalf of the officer or staff member.
  - 3.2. Payment of salaries shall be made on a bimonthly basis on the 15th and last days of the month.
  - 3.3. Any salary that cannot be paid in a month shall be held as a liability of the church and paid as soon as the church's financial position improves. If salaries cannot be paid in full for six consecutive months, the Session shall renegotiate the salary and will direct the treasurer to pay the back salary as soon as possible. As financial position of the church allows it, the Session may negotiate new salary terms as they determine the need to do so. Any deficit occurring after a renegotiation takes place will be calculated at the new salary and shall be subject to a new 6 month restriction on accumulation of back pay.