



First Congregational Church of Saugatuck

Policy Manual

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First Congregational Church of Saugatuck
Policy Manual
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Statement of Welcome & Community Code of Conduct

Adopted February 2023

The First Congregational Church of Saugatuck's Meeting House is a space where all are welcome and wanted. No one will be denied access to this space based on race, color, national origin, religion, creed, sexual orientation, gender expression, physical or mental ability, financial status, ideology, or affiliations. The congregation of this church works hard to steward this facility in a way that maintains an inclusive and welcoming environment for our whole community.

We ask that anyone utilizing this facility commits to the following standards of conduct.

I commit to... keeping this space as one that is free of violence - physical, spiritual, sexual, emotional or otherwise.

I commit to... upholding the dignity of my neighbors and also utilizing the building.

- Speak with respect.
- Only put your hands on others when welcome.
- Be willing to disagree and yet uphold civility.
- Refrain from derogatory remarks.

I commit to... respecting the various groups who utilize this space

- Only use supplies that are designated from your group.
- Clean up after your use, and return the space to how it was before you arrived.
- Refrain from bringing any alcohol or illicit substances into the church as this building is a refuge for a diverse community.

Harassment, bullying, violence, and discrimination will not be tolerated at the First Congregational Church of Saugatuck. Individuals engaging in such behavior will no longer be allowed to utilize this space - and are subject to removal by law enforcement if a situation is perceived as dangerous. It is up to each group's leadership to hold their participants accountable to this posted Code of Conduct. When an unwelcome incident arises, please inform the church office, as we can discuss how to best support your group's decisions and boundaries.

Staff Job Descriptions

Pastor

Reports to: Board of Ministry

Qualifications

- Must be ordained, prefer a member of the NACCC.

Responsibilities

- Provide spiritual leadership to the church.
- Prepare and lead weekly worship services.
- Supervise church staff with the help of the Board of Ministry.
- Provide pastoral care for church members.
- Be active and involved in the local community.
- Participate in the regional, state, and national associations as possible.
- Ex-Officio members of all boards and teams, may attend at will, or on request.
- Works with the Pastoral Relations Committee on confidential or personal matters.
- Oversee the Love Fund, with assistance from the Stewardship & Missions Captain.

Guidelines

- Communicate bulletin choices to the Office Manager in a timely fashion.
- Strive to keep services to one hour in length. Consistency really helps the nursery and Sunday School volunteers manage their charges.
- Ethics:
 - While it is understood that the pastor will develop relationships of varying levels of depth and resonance, the pastor will not show favoritism.
 - The pastor will not allow personal differences to prevent pastoral care, and will not hold grudges.
 - The pastor will not develop deeply personal, exclusive, or transparent relationships with individual members or small groups of members.
 - The pastor will not seek spiritual or emotional care from a church member, or vent frustrations in a way that would invert the pastoral relationship.
 - The pastor will not abuse the trust and power of the pastoral office.
 - The pastor will not respond to or initiate flirtatious or suggestive overtures. That alone is a violation of trust. Anything beyond that is grounds for immediate dismissal, and quite possibly a lawsuit.
 - The pastor will not violate the confidentiality of confessional statements or counseling sessions.

If in doubt, ask.

- The pastor will not use the connections and resources of this congregation to found a new congregation without the approval of a properly called congregational meeting.
- The pastor will observe the following boundaries upon the dissolution of the pastoral relationship
 - The former pastor will not seek another church leadership position within 25 miles of this church.
 - The former pastor will not continue to engage in pastoral work with members of this congregation. This includes weddings, funerals, baptisms, counseling, and pastoral care. Exceptions may be allowed at the discretion of the new pastor.
 - The former pastor will not attend services, or seek involvement in the congregation until the new pastor has been settled for one year, and then only with the permission of the new pastor. Exceptions may be allowed at the discretion of the new pastor.
 - The former pastor will not undercut the work of the new pastor, nor serve as a sounding board for members who call to complain.

Counseling

- The pastor will not provide counseling services without another person present in the building, and will not fully close or latch the door shut during counseling sessions.
- The pastor will not disclose the contents of a counseling session. However, the fact that someone received counseling is not confidential.

- The pastor is a mandatory reporter for child and elder abuse, and will not fail to report reasonable suspicion of abuse or neglect to appropriate agencies. (Proof is not required.)

Sick Days

- Individual, unplanned sick days may be taken as needed.
- The Pastor is expected to communicate with the office as early as possible so that the day's schedule can be re-worked.
- The Pastor is expected to use flex scheduling to make up any work missed.
- Planned sick days, such as a scheduled surgery, should be communicated to the office, the Board of Ministry, and (if pulpit supply will be required) the Worship Arts Captain as soon as possible.
- Abuse of sick days may be considered grounds for dismissal.

Maternity Leave

Sabbatical

Vacation Days

- The Pastor receives, and is expected to use, four weeks of paid vacation per year. These weeks are not to be taken consecutively.
- All vacation requests must be submitted to the Worship Arts Captain (so they can find a pulpit supply preacher) and to the Board of Ministry (so they can track total vacation taken) no less than two months ahead of time.
- Lack of notice may result in the vacation request being declined.

Worship Accompanist

Reports to: Pastor

Qualifications:

- Exhibits Christian character, especially the gifts of diligence and cooperation.
- Proficient on the organ and/or the piano.
- Able to read sheet music.
- Able to work with an ensemble and accompany a choir.
- Improvisation ability preferred, but not required.

Responsibilities:

- Follow the liturgical calendar for Scripture or work with the Pastor and Ensemble Music Coordinator to prepare music for worship services. An average service will include: prelude, three hymns, one piece of special music, doxology, offertory and postlude.
- Accompany choral or ensemble groups for practices and performances as needed.
- Rehearse with and accompany guest vocalists and musicians if needed.
- Submit music citations to the Office Manager for the bulletin in a timely manner.
- Maintain and improve keyboard skills through regular practice.

Guidelines:

- A great service is thematically tight and engages as many senses as possible.
- Maintain the flow of the service, avoiding gaps between the elements.
- Watch the Pastor for changes.
- Give as much notice as possible for schedule changes.
- Hours: Quarter time position - approx. 10 hours/week.
- 9:30 am- 12 pm (unless there are chancel choir or special music guests to rehearse with before the service, then it will be 9 am- 12 pm).
- 9-10am as needed rehearsal time or 9:30-10am to prepare the piano/organ for the service.
- 10-11:15 am worship service.
- Occasional extra holiday services: Easter Vigil, Good Friday, Longest Night and Christmas Eve Candlelight.

Compensation

- Salary: [Beginning salary \\$7000 per year.](#) [Possibilities for increases for longevity and skills enhancements.](#)
- Paid vacation: 3 Sundays per year
- Opportunities to play for weddings and funerals for an additional fee [set by the accompanist.](#)

Office Manager

Reports to: Pastor

The Office Manager is responsible for creating and maintaining an organized, efficient, gracious environment for the congregation and community. This person serves as general receptionist for the church office and keeps us going with the practical week-in and week-out tasks that keep the building, staff and ministry humming along. Knowledge of (or the ability to adapt quickly to) QuickBooks and basic accounting skills is a must.

Position starts at \$13/hour 12-15 hours/week (**Updated April 2021**)

Basic Qualifications

- Demonstrate Christian character. Especially the gifts of patience, grace and joy.
- Familiar with: QuickBooks, Mailchimp, Canva, Weebly, Google Calendars and Microsoft Office programs (Word, Outlook, Publisher and Excel).
- Competent with office equipment and computers.
- Able to work alone or cooperatively with church volunteers on occasional projects.
- Personable and comfortable with interruptions.
- High School graduate, some college education preferred.

General Responsibility

- Clerical assistant to Pastor.
- Serve as receptionist for the church during scheduled office hours.
- Be the church communications officer for the congregation.
- Maintain the church finances alongside the elected church Treasurer. This includes paying bills, deposits, federal tax payments, state tax payments, payroll, and W2s.
- Maintain church membership records in partnership with the elected Clerk.
- Update the church calendar and church usage schedule.
- Design and send the weekly e-newsletter through Mailchimp online.
- Post updates on facebook.
- Use Publisher to design, format, print, and mail monthly newsletter.
- Make sure the Board of Ministry has everything it needs for their monthly meetings.
- Print, collate, and mail out materials to the congregation.
- Receive and respond to emails sent to the church email account.
- Track and disperse missionary giving.
- Format, update, and print the Annual Report.
- Process contribution statements twice per year.
- Complete annual workers compensation audit.
- Update all forms: Building Use Fees, Building Use Request Form, Facility Guidelines, Kitchen Use Application.
- Format, print, fold the weekly worship bulletin and announcements.
- Update the church website (Weebly) as needed in partnership with the Pastor.
- Work with the custodial staff to make sure we have necessary cleaning and sanitation supplies throughout the building.
- Collect the church mail from the post office and distribute it to the correct parties.
- Back up the church office computer monthly.
- Order office supplies as needed.
- Update the Church Policy Manual in Google Docs.

Student Ministries Director

Reports to: Pastor

Updated June 2021

Objective:

To assist in fulfilling the church's responsibility for the Christian nurture of its young people by helping to create an engaging environment in which our children and students experience Scriptural instruction, fellowship and service work. In other words, making our church mission statement of "Loving God, loving each other and serving the community" come alive in the lives of our children and students.

Overview

- 5-10 hours/week during the school year (Mid-August through Mid-June)
- Presence at church on Sunday (2 hours) with prep work or activities during the week
- Salary of \$150/week with 3 Sundays of vacation time
- Manage the two student Sunday School Classrooms *A volunteer would lead one classroom, and you the other.*
 - Multi-age Elementary classroom (with volunteer help)
 - Middle School "Donut Club" classroom
- Develop relationships with families in the congregation
- Work closely with the pastor and church leadership to develop Christian disciples.
- Submit a report to the Board of Ministry every month, a report can be given in person, or in writing through the Christian Education Captain.
- 6 month in person 360 degree evaluation.

Expectations

- Help select and implement student curriculum.
- Host a quarterly meeting with all Christian Education leaders/volunteers to set goals and discuss upcoming events.
- Together with the pastor and Christian Education Captain, set age appropriate learning goals and communicate those to our student's parents and the congregation.
- Engage the Quarterly Mission Partnership in the Sunday School Classrooms.
- Advocate for cross-generational efforts during the academic year. For example:
 - Bring the students into worship for monthly communion.
 - Encourage students to help lead worship by reading Scripture, ushering, or taking the offering
 - Help select and lead the annual Christmas pageant
 - Encourage participation in all-church ministry/service opportunities
 - Plan a once annual trip to Douglas Cove for our students to sing and visit residents
 - Help plan other family field trips
- Contribute to the monthly newsletter.
- Help coordinate an end of the school year Student Worship Celebration.

Classroom Oversight Detail

The Upper Room (Kindergarten - 5th grade)

- Make sure that the Upper Room is appropriately staffed with trained and informed volunteers
- Maintain a creative and clean learning environment
- Lead our lectionary based curriculum - Season of the Spirit or Whirl (or whatever curriculum is selected)
- Encourage art and music experiences to enhance biblical message
- Communicate with the office to keep supplies stocked.

Donut Club (Middle School-High School)

- Make sure that Donut Club is appropriately staffed with trained and informed volunteers
- Select an engaging curriculum to fit this age group.
- Together with the pastor and the Congregational Way Delegate, coordinate Confirmation Classes for teens of the Congregation when needed.

Required Knowledge, Skills & Abilities

- Knowledge of the Bible and Christian Ethics
- Basic computer skills
- Willingness to learn and incorporate technology in the classroom
- Your own computer and internet access
- Gifted in working with children and teens
- Gifted in communicating Biblical lessons in age-appropriate ways.
- Able to work well with a team
- Good time management skills
- Able to use critical listening skills and make adjustments to programming
- Must have a satisfactory driving record and access to private transportation that meets state insurance requirements and vehicle safety standards to use on church business.

Required Education and Experience

- High School diploma, college education preferred
- Previous experience in Christian Education preferred

Nursery Caregiver - Updated October 2023

Reports to: Pastor

Job Summary: Performs the duties of Nursery Caregiver for children in the Nursery. Ensures the church nursery is a safe, secure, nurturing environment where each child is loved, encouraged, and attended to, and parents can feel confident their child will receive the highest quality of care.

Regular Hours will be Sundays, 9:30 to 12. (9:30 to 11:30—childcare, 11:30 to 12--clean up toys and nursery surfaces)

Overall Functions, Duties and Responsibilities

- Create a loving and safe environment for the children being cared for in the church nursery.
- Serve as the point of contact for new and returning families with nursery age children.
- Responsible for collecting and recording information from visitors with nursery-age children.
- Meet and greet each parent and child as they arrive, welcoming them warmly and signing them in [on the Nursery Log](#).
- Greet parents returning for children, briefing them on their child's experience, and signing them [out](#) of the Nursery Log.
- Ensure that Staff/child ratio is correct. (Birth to 12 mo--1:3) (12-24 mo--1:5) (2 to 5 yrs—1:10)
- Actively engage with the children, have a positive, helpful attitude, and follow nursery policies.
- Communicate with the Pastor or Moderator proactively to resolve any issues or problems related to the nursery or to childcare.
- Always keep the nursery clean and tidy. Clean toys and equipment after use—toys to dishwasher, toys wiped with Clorox wipes, all surfaces wiped with Clorox wipes

Qualifications:

- Previous experience in providing care for very young children preferred.
- Able to lift 30 pounds.
- Trained in CPR, First Aid (Including EPIPEN administration). Bloodborne Pathogens and Shaken Baby training preferred but not required
- Ability to relate to a variety of persons in a pleasant, friendly manner.
- An understanding of the needs and abilities of infant and preschool children.
- A welcoming attitude towards children and their families.
- Awareness of care and procedures in case of emergencies, accidents, or illnesses
- Must be 18 years or older.
- Vaccinated against childhood diseases (e.g.MMR), Covid, RSV, Whooping Cough
- Pass an iCHAT background check.

The maintenance and custodial work done at the First Congregational Church of Saugatuck is currently a contracted service through All In One Cleaning.

Church Sexton - Updated October 2016

The Sexton will be responsible for cleaning, light maintenance duties, minor repair work, and the general upkeep to the church building and grounds. This is an essential service to the church in that it provides a clean, comfortable, safe and hospitable environment to promote the mission of the church.

The Sexton will report to and be supervised by the Pastor, with the oversight of the Board of Trustees. Ideally, the Sexton will work 5-12 hours per week. The position will have an annual performance review performed by the Pastor.

Basic Qualifications

- A Knowledge of and skill in cleaning procedures and processes, products and equipment.
- Knowledge of, or the ability to acquire knowledge, of basic building maintenance.
- Ability to perform basic repair and safely use the tools to do so.
- Demonstrate an awareness of surroundings and the ability to translate that to carry through on what needs to be done or problems that need to be addressed as they relate to the building and property.
- Ability to work independently and be proactive with moderate supervision.
- Physically fit and able to lift and carry items up to 50lbs, work from a tall ladder, kneel, squat and stand to perform duties.

Cleaning Duties

Weekly:

- Vacuum all carpeted floors
- Clean and disinfect all bathrooms (sinks, counters, toilets, mirrors, floors, etc.)
- Empty all trash cans: Kitchen, Fellowship Hall, Sunday School rooms, office and bathrooms.
- Take trash out to the cart and haul it out to the road for Monday pick-up.
- Make sure Fellowship Hall and Chapel are presentable for events during the week (pick up loose bulletins, hymnals and bibles left out after services)
- Fill all hand towels, toilet tissue and soap dispensers - as needed.
- Clean and disinfect door handles, light switches and other frequently touched surfaces.
- Maintain and store custodial supplies in a proper manner.

Bi-Weekly:

- Dust surfaces throughout the building. (Furniture, door tops, baseboards, book shelves, etc.)
- Mop kitchen, Fellowship Hall and hallway.
- Dust and wipe down tables, desks and door tops in Pastor's office, Office Manager's office, and Nursery
- Wash Windows as needed.
- Water plants as needed.

Maintenance and Grounds Care Duties

- Changing light bulbs
- Updating clocks
- Mowing the front lawn
- Managing the sprinkler system
- Changing furnace filters
- Maintaining church exterior lighting system
- Making sure the flower beds are presentable
- Trimming the bushes
- And other duties as they are needed

***Please note that snow removal is NOT a Sexton responsibility**

Wedding Coordinator

- Serve as host for prospective couples: explaining our policies, showing them the facility, equipment, and supplies that are included in the rental of the church property.
- Meet with the couple to help plan the ceremony, or to review a plan previously prepared with the wedding officiant.
- Work with the wedding officiant to coordinate the rehearsal and ceremony, including written instructions for each participant.
- Help the couple make arrangements with an officiant, sound technician, custodian, and accompanist, making sure that the couple has all the information they need to pay them directly rather than funneling money through the church. If they choose FCC personnel, consult the wedding fee schedule on the church website.
- Open the church for the rehearsal, floral or other deliveries, and reserve the parking lots for guests.
- Remain at the church before, during and after the rehearsal and ceremony to help with any last minute details.
- Communicate with the office frequently to make sure no preventable mix-ups mar this very important day.
- Handle difficult guests and family members gently. They are under a lot of stress.

Ensemble Music Coordinator

- Serve as Music Librarian for church-owned music.
- With Pastor and Worship coordinator, select appropriate musical selections for worship services.
- Coordinate with Special Music guests for rehearsals and Sunday service performances.
- Coordinate with the Worship Coordinator and office to prepare a check and deliver such check to Special Music Performers when necessary.
- Oversee upkeep for church musical instruments:
 - Annual piano tuning (December) and repairs as needed
 - Confer with organist regarding any problems that need to be fixed

- Keep chimes properly stored. Store equipment properly also (tables, pads, cloths, music stands, folders and gloves).
- Make sure chimes are properly handled when they are used.

Love Fund Guidelines

The Love Fund, this is a ministry within the congregation that seeks to provide emergency assistance to those in need. These funds often go to sponsor utility costs, transportation costs, grocery purchases when the cupboards are bare. But the Love Fund is also meant to be flexible enough that when the Spirit brings someone in need to our attention... We can usually find a way to help.

Requests for a Love Fund grant go directly to the Pastor. All communication regarding a request is confidential between the pastor and the recipient.

- Priority access to funds is given to members, and those with a relationship to the congregation.
- Each grant is a maximum of \$300.
- Individuals can receive a grant once in a calendar year.
- Pastor is to report Love Fund grants to the Stewardship and Missions Captain
- The Pastor is to keep the Board of Ministry up to date on the Love Fund Account Balance, in case fundraising needs coordinating.
- Pastor will notify the BOM that a Love Fund request was made in the monthly Pastor's Report.
- It is preferred that the check be written directly to the company/agency/final recipient intended to receive the funds and NOT to the requester.
- Gas cards, grocery cards, and meal vouchers may be purchased using Love Fund resources to offer to individuals who come to the office looking for assistance.
- The Office Manager is to keep a record of grants fulfilled in the office.

Ministry & Leadership How To's

How to Host Worship While the Pastor is Away

- Order of succession: Moderator, Worship Captain, Any Captain willing
- The Moderator, Worship Captain, or an experienced Liturgist should assist in a service with a guest pastor who prefers to do limited participation.
- General Responsibilities
 - Coordinate with the Office Manager on the Wednesday before the service
 - Guide the guest preacher through the service
 - Do the announcements, and introduce the hymns.
 - Introduce the offering if the guest preacher can't/won't
 - Offer the benediction if the guest preacher can't/won't
 - Come to the rescue if anything goes wrong
 - Make sure the guest preacher is thanked and paid
- Full Walkthrough for Sunday
 - Show up by 9:15am to unlock the outside doors and the door to the Pastor's office.
 - Grab a couple bulletins.
 - Greet the guest preacher when they arrive. (They've been asked to arrive by 9:30. If they're late, call them.) Walk them through the sanctuary so they can get the lay of the land.
 - Lead them down to the Pastor's office. Give them a bulletin, and walk them through the service. Explain how we do prayer requests and remind them they are expected to lead the prayers. Answer any questions they have. If you don't have an answer, promise to get back to them as soon as you find out, and then follow through.
 - Tell them you'll give them some privacy to prepare, but you'll be up in the sanctuary just in case they need anything
 - If they don't come upstairs, go get them five minutes before 10am.
- At the beginning of service:
 - Welcome the people at 10:00am. Be happy. "God is Good" "All the time" Introduce yourself.
 - Introduce the guest preacher. "Please take a moment to silence any electronics. Now, let's take a moment to quietly center our hearts and minds."
 - Introduce the first hymn
- Throughout the service, sit up front and continue to introduce the hymns.
- Introduce the offering
 - Option 1 (simple, no prep required): "And now we come to the offering. Each week we have an opportunity to serve, with our time, our talent, and our treasure, out of the blessings God has given us. Thank you for sharing your gifts. You are changing the world, one life at a time. As you've been blessed, be a blessing."
 - Option 2 (requires a little prep): Before the service, take some time to review the church calendar. What did the church accomplish in the last week or two? How have we used our resources well? How have lives been changed? Tell that story, and say thank you to the people who helped make it happen. Close with, "As you can see, your gifts are making a difference. Thank you. As you've been blessed, be a blessing."
- Receive the offering:
 - Option 1 (simple, no prep required): "Lord, we thank you for the many gifts you've placed in our hands and the good work you've placed at our feet. We ask you to take these gifts and use them to transform our hearts, our homes, our church, and our world. We ask this in Jesus' name. Amen."
 - Option 2 (requires a little prep): Before the service, look up a prayer of thanksgiving that speaks to you, or write one yourself. Print it in large font so it's easy to read from the front.
- Benedictions
 - The Lord bless you and keep you; the Lord make his face to shine upon you and be gracious to you; the Lord lift up his countenance upon you and give you peace"

OR

- May the love of God the Father, the grace of our Lord Jesus Christ, and the fellowship of the Holy Spirit be with you all, now and forever. Amen
- After the service, give the guest preacher their check, thank them, and invite them to coffee hour. If they come to coffee hour, either sit with them, or make sure someone else does.

How to Set up Communion

This responsibility rotates through the Board of Ministry members. [A sign up list is posted in the office.](#)

- Gather 4 volunteers to help you serve Communion at least a week prior to the Communion Service
- Bring in a loaf of bread (or pre-cut in cubes at home) and a bottle of grape juice
- You will find the Communion trays in the Sunday School room in the cupboards above the sink on the left. Keys are under the sink on the left. Plastic Communion cups are in the cupboards above the sink on the right.
- Fill 4 small trays with the bread cubes and bring to the Communion table, stacking 2 trays on top of each other and covering the top tray with the lids.
- Either using the white plastic plunger or a paper cup, pour the grape juice into your preferred equipment and fill the Communion cups, placing them in the large Communion trays. I usually only fill 15-20 per tray. Once the trays are ready, stack 2 and cover and bring up to the table. Stack the other 2 and cover and bring them up as well. (Or ask for help to get them all brought up together). The table should be set by 9:50am.
- After the service, collect the trays from the table and bring them back to the Sunday School room. Empty all bread and juice and wipe down the trays before putting them away. Check the pews for any cups that were left behind or ask a few volunteers to take care of that while you're putting the trays away.

How to Chair a Board of Ministry Meeting - Moderator

*Primarily a responsibility of the Moderator

- Pray in preparation for the meeting
- Prepare an agenda. Consider what the top priorities are for the month and try to keep it manageable for the meeting. Too many topics leads to inaction. Get it to the board members at least a week in advance
- Honor your start and end times.
- Open the meeting in prayer. [Pastoral devotion \(or Moderator when no Pastor is present\)](#)
- Listen WAY more than you talk.
- Invite board members to send a written report before the meeting. It takes time, but it saves time later when the extra context helps us cut each other some slack.
- Follow the agenda and gently re-orient people when they get off track. If something new comes up that needs to be discussed, ask the group if they'd like to add it under new business or add it to the agenda for the next meeting. Then get back to the current agenda item.
- If tensions arise, be a calm, non-anxious presence, even if you have a strong opinion. Do not raise your voice. If others do, lower yours. Encourage people to talk about the topic, not each other. If necessary, pause to pray.
- Close the meeting in prayer.
- After the meeting, check in with board members who committed to take action.

How to Chair a Congregational Meeting

*Primarily a responsibility of the Moderator

- Before the meeting
 - Familiarize yourself with Robert's Rules – The Pastor's office has a concise summary. It's a book called "Cannon's Concise Guide to Rules of Order." Consider requesting the help of a parliamentarian to be present during the meeting.
 - Prepare and Print an agenda.
 - Make sure the meeting is properly announced in worship. (Three weeks for Constitutional or Financial discussions, two weeks for other issues.) Announcements should be made by the Clerk during worship.
 - Remind the Clerk to take minutes. [\(Determine a quorum if any votes are to be taken.\)](#)
- During the meeting
 - Walkthrough

- Arrange for a sound technician to be in attendance.
- Remind people to speak using a microphone and continue to pass the microphone.
- Ask the clerk to check for a quorum
- Ask the Pastor/ {Volunteer if no Pastor} to pray
- Clarify ground rules for the meeting
 - Remind people to speak either for or against the motion on the floor unless they have an amendment or a point of order.
 - Will there be a time limit for individuals? For total discussion?
 - Should people take turns speaking pro vs. con?
 - Should they stand and be recognized? Speak from a microphone?
- Invite a motion from the floor or accept one from a committee
- Open discussion. Respond to amendments and points of order as necessary
- When someone "calls the question", vote to close discussion
- Vote on the motion on the floor (as amended, if necessary)
- Adjourn.
- Guidelines
 - Be the calm one. If things get heated, don't be afraid to call time and ask for the pastor to pray.
 - Don't take a side. As chair of the meeting, your job is to make sure everyone feels heard and (hopefully) comes to a consensus.
 - Don't be afraid to rule a comment out of order. Gently remind people they need to speak for or against the motion on the floor, unless they have an amendment or a point of order.
 - Don't stand in the way. Your job is not to enforce the rules. It's to help the people accomplish what they want to accomplish.
 - Take the win. If they find consensus on the topic of the day, don't invite more comment or new motions. Thank everyone and adjourn the meeting.
- After the meeting
 - Send out a summary of your reaction to the meeting to the Board of Ministry
 - Send notes of thanks to anyone who contributed
 - Remind the clerk to email the minutes to Board of Ministry (Clerk/Moderator) and the Office Manager

How To Arrange for Pulpit Supply

*Primarily a responsibility of the Worship Arts Captain

Recruit guest preachers for when the Pastor is off duty. Be sure to get their names and contact info to the office manager in a timely manner, so a check can be prepared.

*See " How to cover a Sunday morning when the Pastor is gone" in this policy manual.

Available Guest Preachers:

- | | | |
|--------------------------|--|----------------------------|
| 1. Rev Mike Fales | mfales@olivetcollege.edu | |
| 2. Rev Art Ritter | artpritter@msn.com | 248-880-0438 |
| 3. ???Claude Johnson | claudej2002us@yahoo.com | (availability?) |
| 4. Rev. Lisa Bulton-Hunt | | 517-862-6920 |
| 5. Tom VanTassell | pastortvt@gmail.com | 712-260-5469 |
| 6. Wendy VanTassell | wjgvt@hotmail.com | 712-260-9976 |
| 7. Rev. Kate Meyer | katemeyer.com@gmail.com | 616-405-2495 |
| 8. Rev. Norm Steen | norm.steen@gmail.com | 269-455-5529/ 202-460-5529 |
| 9. ???Isolde Anderson | andersoni@hope.edu | (availability?) |

Building How To's

How to count and prep money for deposit

Guidelines

- Keep all contribution information confidential.
- Record any contact info you discover on a Visitor's Card
- Always work in pairs.
- Questions? Problems? Call contact listed on Counter's guidelines posted on office wall.
- Run all totals on the adding machine.

Walkthrough (for first timers)

- Locate the following from the bottom left drawer of desk in Secretary's Office: Summary of Deposit form, plain white deposit envelope, other contributions received during the week, deposit slips, and check endorsement stamp.
- [Using a calculator with a tape print out:](#)
- Total loose cash and enter total on Summary of Deposit form.
- Total the checks from envelopes and enter total on Summary of Deposit form. (Note name, amount, and special designations on envelope). Blank envelopes are available next to the adding machine. Total the envelopes and verify total.
- Total the cash from envelopes and enter total on Summary of Deposit form. (Note name, amount, and special designations on envelope). Total envelopes and verify total. Cash envelopes with no name and no special funding designation get counted with loose cash.
- Endorse the checks using the Endorsement Stamp.
- Fill out a bank deposit slip. The total on the deposit slip should match the total on the Summary of Deposit form.
- Put checks, [calculator](#), tape, cash, and one copy of deposit slip into the envelope. Take the envelope to the Huntington Bank night deposit.
- Put the Summary of Deposit Form, yellow copy of deposit slip and the empty envelopes in the bottom left drawer of the desk in the Office Manager's office.
- Place any completed Contact Forms in the Office Manager's inbox.
- Checklist for the above procedure is posted on the office wall by the counter's desk.

How To Get The Elevator Unstuck

- Push the button for the next lowest floor. If that takes you back down, exit normally and notify the church office that the elevator had been stuck.
- If that doesn't work, and you're still stuck, use the emergency phone to call the service company. The number is [269-857-2929](tel:269-857-2929). It will take about an hour for them to get here.
- If you are experiencing a medical emergency, such as an anxiety attack or claustrophobia, call 911. They will send the Fire Department, who are trained on how to get you out safely. If you're comfortable waiting, give Pastor Sarah a call while you wait. 989-640-1487

How to Remove Water from Basement Duct Work

If we have a heavy and prolonged rainfall sometimes the church will accumulate water in the heating ducts, under the floor of the fellowship hall. During heating season you can tell by a gurgling sound in the registers, as the furnace tries to force air through the ducts. Water needs to be removed for the heating system to work properly. Water needs to be pumped out of the subfloor under the fellowship hall furnace. [Access to the heating ducts is under metal plates on the floor in the furnace room. Move the metal plates and vacuum water with a wet/dry shop vac, or use an electric non-submersible pump.](#)

Fellowship Hour

Volunteers sign up to host Fellowship Hour after the church service each Sunday. Hosting the coffee hour includes setting up the serving table, providing refreshments of his/her choice, making coffee, tea or other beverages, and cleaning up the kitchen and fellowship hall tables afterward. The following is a general description of the process.

Arrive 30 minutes prior to the church service to set up. Plan to return to the kitchen a few minutes before the end of the service to complete any last minute set-up.

- **Beverages:** Regular coffee, decaf coffee, tea, hot chocolate, sugar, sweetener, coffee creamer, and lemonade mix are provided by the church.
 - **Regular and decaf coffee:** Upon arriving at the church, plug in both the Bunn coffee pot unit and the two-burner hotplate. Then, turn on both switches of the coffee pot unit and the two-burner hotplate. **Wait 15 minutes for the Bunn water heater on the coffee pot unit to heat. Pour water into the heater only after the heater has warmed up, a coffee filter with grounds has been put in place and a pot is under the spout of the coffee grounds holder.**
 - Make two pots of regular coffee and one pot of decaf. Coffee packets and filters (**Large sized filters ONLY**) are stored in the cabinet below the coffee maker. Coffee carafes should be on or under the counter or in the dish drainer next to the sink. Orange necked coffee pots are for decaf coffee.
 - To make coffee, place a filter in the coffee basket along with one or two packets of coffee, and put the basket in place. Place a coffee carafe on the lower burner of the Bunn unit. There are two plastic pitchers stored on the counter next to the Bunn unit. Fill one with water up to the fill line. Pour the water into the Bunn unit. When coffee is done, move the pot to the upper burner or the hot plate and repeat the process for each pot of coffee. Cups and mugs are available on the shelves in the fellowship hall on either side of the open window. Disposable cups are stored in the cabinet under the open window.
- **Tea:** There are two electric pots for heating water for tea.
 - The **red one** has a hot plate which plugs in. This pot is used for making tea in a teapot. Teapots and a teapot **cozy (knitted cover)** are stored in the cabinet under the coffee maker. Plug in the electric tea pot base, fill the kettle with water, and push the on switch. When hot, use 2 tea bags per pot of tea and pour hot water into the teapot. Cover the teapot **with cozy** and place it on an open counter.
 - The **clear pot** is used for the optional hot beverages located on the open counter. Fill the pot with water, plug in, turn on the switch, and place it on the open counter near the beverage packets of flavored teas, coffees and chocolate mix. Once the water is hot, the switch will turn off. If needed, turn the switch back on to keep the water hot.
- **Cold drink:** You may bring in a beverage (a large bottle of juice, etc.) or mixes are available in the cabinet on the far wall. One/half gallon should be enough. Pitchers are stored in the cabinet under the coffee maker. Place a filled pitcher or juice bottle on an open counter along with paper cups. Paper cups are located in the cabinet under the open counter.
- **Sugar, creamer, sweetener:** Sugar, creamer, sweetener, and stir sticks are on the coffee cart in the fellowship hall next to the open kitchen window. Make sure there are sufficient supplies there. Extra supplies are stored in the cabinet to the left of the open kitchen window or in the cabinet under the coffee maker.
- **Snacks/Goodies:** Food should be adequate for everyone to have something. It does not need to be a complete meal. Only cookies would be sufficient. Consider the addition of a gluten free option.
- **Children:** animal crackers, goldfish, or anything kid friendly. Avoid peanuts if there are any known peanut allergies.
- **General:** Finger food items are fine. Some suggestions are bars, breads, cookies, finger cakes, pretzels, chips and cheese crackers, dips, spreads, nuts, trail mix fruits, vegetables, or purchased appetizers – hosts choice! Check the cabinet on the far wall for any other supplies such as crackers, cookies, or gluten free items that can be used.
- Ovens, serving dishes, and utensils are available at the church. Check upper and lower cabinets and drawers.

Serving Table Decorations and set up: Tablecloths are available in a right drawer under the open counter. Napkins and paper plates are in the cabinet under the open counter. China plates and dishes are in the upper cabinets to the right of

the open counter. Silverware and serving utensils are located in the drawers under the open counter. Glass and plastic platters are located in the lower cabinet to the right of the open window. Decorations may be whatever the host provides or can find in the church. A serving table is located in the fellowship hall. Place snacks, goodies, paper plates, napkins, silverware, etc. on the serving table.

Clean-up: Clear serving table and store unused supplies. Wash all dishes, etc., and return them to their appropriate places. Dish soap is located under the sink. Dish cloths and towels are located in the drawer next to the sink. Dishes may be placed in the dishwasher. Dishwasher detergent is located on a shelving unit under the hand-washing sink next to the dishwasher. If the dishwasher is full and clean, please empty it and return items to their proper places. Place soap in a soap dish in the inside door of the dishwasher. To turn on the dishwasher, close the door, select the “sanitary” and “normal” buttons, and turn on the power button. Dishwasher should then start. Flip the “Clean/Dirty” sign on the dishwasher to “Clean”. Wipe down all counter tops, serving tables, and fellowship hall tables. Empty and rinse coffee pots and coffee grounds baskets.

Supplies: There is a clipboard on the counter next to the coffee maker. If you notice that we are short on supplies, please make a note of it on the clipboard.

Help: Ask for help if needed. There are a lot of willing assistants to guide you through the process beforehand, or to help locate supplies.

Thank you for being a coffee hour host!

Coffee Hour Kitchen Supply Checklist:

1. Coffee – 2 cases
2. Decaf coffee – 1 case
3. Coffee filters
4. Tea – 1 box
5. Flavored tea and coffee packets- variety
6. Lemonade mix
7. Sugar packets
8. Creamer
9. Stirrers
10. Napkins
11. Small paper or plastic cups
12. Small paper plates
13. Plastic wrap
14. Gallon size zip bag
15. Quart size zip bags

Building Use Fees

	Non-member	Member
Sanctuary: maximum occupancy 250	\$500	\$250
Heritage Chapel: maximum occupancy 30	\$150	\$75
Fellowship Hall: maximum occupancy 104	\$250	\$125
Pastor: Funerals or Public Speaking	\$200	\$200
Musician	\$150	\$150
Sound System	\$50	\$50
Women's Fellowship Luncheon: supplies + fee	\$100	\$100
Parking Lot Rental: 20-25 spaces	\$175.00	\$87.00
Parking Lot Rental: Venetian, 4th of July weekends	\$300.00	\$150.00
Security Deposit: due when request is approved	\$100.00	n/a
Non-Profit or Small Party (up to 50): member price		
<i><u>Please make checks payable to: First Congregational Church of Saugatuck.</u></i>		

Building Requests

- Must be approved by the Board of Ministry. Meetings are held the second Tuesday of each month.
- If approved, the refundable security deposit of \$100 is due and covers any extraordinary clean-up or damage.
- The fee is due 30 days prior to the event.
- A refund is paid within 2 weeks after the event.

Parking Lot

- Must be approved by the Board of Trustees. Meetings are held the second Tuesday of each month.
- If approved, the fee is due 30 days prior to the event.
- Lot signs will be put out at 8am and 7pm, or by arrangement. The lot closes at 11pm.
- Four handicapped parking spaces are available at the back of the church.

Weddings

- See the separate wedding packet for fees and details.

Seasonal Cleaning Projects and Schedule

Spring (before Easter) Maintenance:

- Get the air conditioners inspected (new equipment installed 8/2023, begin maintenance in 2025)
- Sprinkler system start up (GMS current vendor 2023)
- Check fire extinguishers
- Check defibrillator
- Murphy's Oil Soap the pews and sanctuary doors
- Polish Brass
- Deep clean the Kitchen
- Restock Pew Racks
- Clean wax off brass candle followers, candlesticks, and snuffer using a boiling water bath.
- Late spring: gutters and flat roof cleaned.

Summer

- Clear parking lot drain as needed following heavy rain.
- Maintain outdoor flower beds.

Fall (Before Advent) Maintenance:

- Get the furnaces inspected beginning 8/2024
- Get the sprinkler system shut down
- Get the gutters and flat roof above entryway cleaned
- Get the (parking lot?) drain serviced to avoid water backup
- Get carpets cleaned
- Wash Nursery Toys
- Change Furnace Filters
- Restock Pew Racks
- Arrange for all three pianos to be tuned by Premier Piano

Building Project Brainstorm For Someday

The purpose of this list is to have a ready reference for anyone who wants to make a special gift to the church and to document needs that are not necessarily mission-critical or time-sensitive.

- Confirm and remedy (or disprove and prevent) dry rot in the bell tower
- Redo drainage tile around the building to prevent water seeping up after heavy rains
- Create a peace garden, or memorial garden where members could inter ashes
- More parking
- New carpet in the sanctuary.
- Display donated stained glass window panel.
- Painting and drywall repairs.
- Update lighting
- Replace damaged & stained ceiling tiles
- Make the building FULLY accessible, with ramps and family restrooms
- Build Divider in the sanctuary to create an entryway that creates a larger foyer and encloses Sanctuary.
- Remodel upstairs chapel side area to create new office space. Removes access barriers.
- Create new artwork from donated stained glass window panel and display.

Gift Acknowledgments Policy

The Office Manager will send a weekly report to the treasurer for capital campaign gifts, special fund gifts, and gifts over \$250 that will not be reported on end of year giving statements. The list will include name, address, amount of gift, and designation. The Treasurer will complete an acknowledgment letter and return a list to the Office Manager notating the date letters were sent.

Acknowledgment letters will include:

- Church tax exempt status statement
- Name of Church
- Name of Donor
- Date of contribution
- A Statement that “no goods or services were provided by FCC in exchange for the contribution” will be included in the acknowledgment letter.

For non cash gifts: A description (but not the value) of the contribution will be included.

Heritage Fund Policy

HERITAGE/ENDOWMENT FUND OF FIRST CONGREGATIONAL CHURCH OF SAUGATUCK, MICHIGAN

Revised November 13, 2023

The following statement covers the purpose, definition and uses of principal and income, duties and liability of the Heritage Board of Ministry Committee that is responsible for administration of the Fund.

I. ORIGINAL STATED PURPOSE

The proceeds received from income from the restricted principal amount (\$300,000) in this Heritage /Endowment Fund can be used for the general expenses of the Church. Loans may be made to the Church from the fund but such loans must be paid back into the fund, with the exception of the income from the fund.

II. DEFINITION OF PRINCIPAL RESTRICTED FOR LOANS TO THE CHURCH

Principal amount of \$300,000 is restricted as voted and approved by congregation on 1/27/2008

III. DEFINITION OF INCOME AVAILABLE TO BE GIVEN TO THE CHURCH FOR EXPENSES

- A. Interest on Savings Account
- B. Interest on Bonds
- C. Cash Dividends from Investments
- D. Gains from Investments

IV. ADMINISTRATION OF FUND

The Fund is to be administered by three members of the Board of Ministry that have been duly elected to the board by Members of the First Congregational Church of Saugatuck, Michigan

V. DUTIES OF THE HERITAGE / ENDOWMENT FUND COMMITTEE

By a simple majority, the Heritage / Endowment Fund Committee:

- must approve all disbursements from the restricted principal [of the fund as loans to the Church](#) at no interest. Terms, to be determined by the Heritage / Endowment Fund Committee of this fund, shall be evidenced in writing and signed by the Treasurer.
- must approve the sale of securities of the restricted principal of the fund. The proceeds from the sale of securities can be invested in other securities or sold to provide cash to be used for interest-free loans to First Congregational Church of Saugatuck, Michigan.
- may authorize the investment of restricted principal of fund in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security.
- makes available the income from these investments for expenses of the church upon request.
- may authorize the investment of the unrestricted principal of the fund in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security.

VI. RECORDING REQUIREMENTS

The Treasurer is to [maintain a record](#) of all deposits and withdrawals of restricted and unrestricted portions of [this fund](#).

VII. LIABILITY OF HERITAGE / ENDOWMENT FUND COMMITTEE

The Heritage / Endowment Fund Committee is not to be personally liable for any losses this fund might experience, provided the approved stated procedures have been followed.

VIII. MEETING MINUTES

A written record of all meetings of the Heritage / Endowment Fund Committee is to be maintained by the Clerk of First Congregational Church of Saugatuck, Michigan.

IX. CURRENT RESTRICTED PRINCIPAL VALUE OF FUND

The current restricted principal value of the Heritage / Endowment Fund is \$300,000 to date.

The following current Board of Ministry Officers of the First Congregational Church has reviewed, revised and approved this Heritage / Endowment Fund Document dated [November 13, 2023](#).

Cathy Brockington, Moderator

Phyllis Yff, Treasurer

Kathy Plapp, Clerk

[Amory Jewett, Delegate](#)

Child, Youth, and Other Vulnerable People Protection Policies

Introduction

A central tenet of the Christian faith is the inherent value and worth of all children, youth, and adults. The First Congregational Church of Saugatuck forms this policy as an expression and a commitment to do all it can to protect the youth, children, and vulnerable people who participate in the life of this congregation.

Abuse prevention and ministry protection policies and procedures are essential for all churches - ours included, not only for the protection and safety of our children, youth, and other vulnerable persons, but also for our volunteers and staff working with them.

Jesus taught, "Whoever welcomes one such child in my name welcomes me" (Mark 9:37 NRSV) and "If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6 NRSV).

We should not allow possible risks to undermine or stop our ministry. Rather, we must:

- Acknowledge the risks and develop a practical plan to address these issues;
- Take steps to prevent harm to our children, youth, and other vulnerable persons; and
- Continue to answer the Gospel's imperative to be in ministry with children, youth, and other vulnerable persons, thus making a difference in their lives.

Volunteer/Staff Selection Policies

All volunteer and paid staff who work with children, youth, and other vulnerable people at the First Congregational Church of Saugatuck will be:

- At least 21 years old. Exceptions apply for approved youth helpers.
- At least five years older than the oldest child/youth they will be supervising.
- A regular attendee at the church for at least six months. (Rare exceptions may be made in consultation with the pastor in charge for special situations.)
- All volunteer and paid staff (including clergy) who work with children, youth and other vulnerable people at the First Congregational Church of Saugatuck will:
 - Complete and sign an application and the related waivers giving permission to check references and background information.
 - Provide the names and contact information of three personal references.
 - Undergo a criminal background check if they will have leadership responsibility for children/youth/other vulnerable people. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or other vulnerable people.

Training

Prior to working in the youth's or children's ministries (or any area including other vulnerable people), workers must undergo child protection safety training. Comprehensive training on issues of child sexual abuse in church settings shall be required for all clergy, paid staff, and volunteers (e.g., youth group leaders) who regularly supervise activities for children, youth, and other vulnerable people.

Ministry Supervision Guidelines

Whenever supervising activities involving children and youth the First Congregational Church of Saugatuck,

- At least two non-related adults (including at least one screened adult) will always be present.
- Children, youth, and other vulnerable people will be checked into and out of a church-sponsored activity by their parent or legal guardian or people authorized by the parent/legal guardian.
- Participants will have access to a telephone or cell phone when groups are at or away from the church facility.
- One-on-one interactions with children and youth will be with an open door and visible to all. The pastor, parent or guardian, or another screened adult should be aware of any such interactions.
- Activities with children, youth and other vulnerable populations should be publicly accessible. Anyone has the right to visit and observe the children's/youth's/other vulnerable person's activity, classroom, or church-

sponsored program at any time, unannounced as long as the two-adult rule is being followed. Exceptions to this right may be issued at the discretion of church leadership.

- All classroom and office doors will have a window or be visible from the hallway, or doors should remain open while the room is occupied.
- Windows will be kept free from adornment.
- If the two-adult rule cannot be observed, a screened, designated roamer will regularly check on groups with only one adult.
- For overnight events at the church and church-sponsored off-premise activities, two or more screened adults must be present. This arrangement must include at least one male and one female if the group is mixed gender.

Whenever the First Congregational Church of Saugatuck transports children, youth, or other vulnerable people away from the church facility,

- No youth should drive to/from events.
- An adult should never transport a child/youth/other vulnerable person alone.
- The use of electronics or media communications may be useful tools in supporting ministries with children, youth, and other vulnerable people. However, in such circumstances, the following requirements shall be met:
- The volunteer or staff person shall never initiate a connection (friending, following, etc.) on social media.
- If a student initiates a connection, the child, youth, or vulnerable person's parent or guardian as well as the pastor in charge shall be notified.
- If an adult leader receives a private text from a child, youth, or vulnerable person that seems to be questionable, the adult leader should immediately end the conversation in the virtual space and offer opportunities to have the conversation in person and in compliance with the earlier guidelines for one-on-one conversations. The ministry supervisor and/or parent/guardian should be made aware of the incident immediately. Note: If an in-person meeting is not possible, those involved will determine the most reasonable alternative in compliance with the earlier guidelines for one-on-one conversations.
- Adult leaders should post photos on social network sites only with prior written permission granted by a parent/guardian. When posted, PHOTOS MUST NOT BE TAGGED with names or location indicators. All photos must be appropriate and in keeping with the spirit of the ministry event.
- All in-person protection policies apply to online platform meetings like Zoom, Skype, Messenger, and so on. (For example, two unrelated adults should be present in the virtual room just as they would be in a physical room.)
- An official church account should be established and used for online activities, not a personal account.
- Communication about online meetings should be shared with parents/guardians as well as with children, youth, and other vulnerable people.
- Adult leaders and participants should use their real names as usernames.
- Attendance of online meetings should be documented.
- All electronic communications shall be documented and retained.

Whenever the First Congregational Church of Saugatuck hosts an activity involving children, youth, or other vulnerable people from another church or community organization, Groups using the church facility will follow the First Congregational Church's Child, Youth, and Other Vulnerable People Protection Policies and procedures.

If a suspected incident of child abuse or neglect occurs or is revealed to a volunteer/paid staff person at a First Congregational Church of Saugatuck sponsored activity, the adult in charge of the activity will:

- Ensure the safety of the child, youth, or other vulnerable person.
- Call the ministry supervisor, pastor in charge, or designee.
- Call the appropriate county/state hotline.
- Michigan Children's Protective Services: 1-855-444-3911

Congregational Covenant and Adoption

The First Congregational Church's purpose for establishing this Child, Youth, and Vulnerable Person Protection Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical wellbeing, emotional safety, and spiritual growth of all our children, youth, and vulnerable people.

We adopt this policy in accordance with the statement we as a congregation make at each baptism—that we will “live our lives in such a way that this little one will see, reflected in us, the ways of God, and will have every opportunity to respond to God’s call upon their lives.” (740, Hymns for a Pilgrim People)

Conclusion

In all our ministries with children, youth, and vulnerable people, the First Congregational Church of Saugatuck is committed to demonstrating the love of Jesus Christ so that each of God’s children here will be surrounded by steadfast love, established in the faith, and confirmed and strengthened in the way that leads to life eternal.

This Child, Youth, and Other Vulnerable People Protection Policy is adopted by action of the of the First Congregational Church of Saugatuck on _____

Pastor:

Moderator:

Worship Cancellation and Snow Day Policy

Cancellations are determined by the Pastor and Moderator.

- If worship is canceled, it will be posted on WOOD-TV 8 and social media. You are also welcome to call the pastor to check.
- If mid-week programming (like Bible Studies) is canceled, the change will be posted to social media and we will try our best to notify the usual participants.
- In this era of COVID, if we have to cancel worship due to an outbreak, you will receive an email with details and we will post the cancellation on social media.
- During the week, if Saugatuck Public Schools are closed due to inclement weather, the church office is also closed.

