

# First Congregational Church of Branford



## Policy and Procedures Manual

**Introduction:** This Manual is designed to serve as a guide to the Operational structure of FCCB, detailing the various positions, functions and duties assigned in order to properly and sufficiently provide an effective work environment. The goal is to support the church as a beacon for the community and a spiritual home for its members.

The long-term goal of this manual is:

- Provide a ‘baseline’ from which to guide us and help fine tune our operations. A document that can be re-aligned as needed, added to/ subtracted from, to keep us all focused on the job at hand. We hope to eliminate getting sidetracked on extraneous initiatives, or creating new policies and procedures when those might already exist.
- To shorten the learning curve of new Board and Team members, by creating a file of ‘job descriptions’ for the Discipleship Team to use in recruitment to match congregation members ‘life skills’ to the tasks required to keep FCCB active, vibrant, and engaged in our faith community and the larger community.

*This manual is designed to be fluid and open to amendments. Please forward any comments, changes or recommendations to the Church Board Moderator.*

Killam’s Point, Killam’s Point Summer Camps, our Behavioral Covenant and COI Policy, and Groups Associated with FCCB are added as an Addenda to this document.

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## **Governance Teams**

### **Worship Team**

**Overview:** The Worship Team is made up of 5 voting members and the Minister. Meets 1x/month on the first Tuesday of the month. Schedule is flexible to accommodate members' needs. *\*(For detailed reference, see FCCB Bylaws, Article V, Section 2)*

**The Worship Team's responsibilities include:**

- Hospitality
  - o Sunday Coffee Hour
  - o Hospitality for other services as requested by the Minister or Board
- Ushers
- Perform Annual Survey of the Church Rolls
- Assist in the administration of the sacraments of Baptism and Communion
- Assist Stephen Ministry with input from the Senior Minister
- Support the Music and Music programs for church services, with the Senior Minister
- Provide for the supply of the Pulpit in the absence of the Minister(s).

**HOSPITALITY (Sunday Coffee Hour)**

**Worship Team provides:**

- cream and milk – labeled “Hospitality” (in refrigerator)
- juice - labeled (in refrigerator)
- leftover baked goods – labeled (in refrigerator/freezer)
- napkins, paper cups, etc.

**Volunteers provide:**

- 2 people to work together
- a cheery smile and a good coffee-pouring arm
- baked goodies homemade (store bought if you would like)

**John Woods provides:**

- brewed coffee (regular & decaf), in the large percolators; hot water for tea

- John may fill the first two thermal carafes to have ready for serving
- John will empty percolators after coffee hour and clean percolators

### **Supplies:**

Hospitality supplies are in the corner of the kitchen near the stove and the door near the Walker Chapel entrance. There are cupcake holders, coffee stirrers, sugar packets, tea bags and wooden storage box, and a small wire basket (for used stirrers, sugar wrappers, etc.).

Thermal coffee pots, clear plastic pitchers, and creamers are in the upper corner cabinets near the sinks. Paper coffee cups, plastic cold drink cups and napkins are on shelves above the water fountain in the corner of kitchen by the in/out swinging doors or on stainless counter near coffee percolators.

### **Preparation tasks (before service):**

Before the service, get things ready for serving:

- tablecloth on serving table
- cream and milk - put in creamers and on dessert plates with labels
- sugar & sugar substitute packets in sugar bowls, wire basket lined with a napkin (for used stirrers, sugar wrappers, etc. (Place a stirrer in the wire basket so people know its purpose)
- tea box with tea bags
- wicker basket for donations (Place \$1 in the basket so people know its purpose)
- 4 thermal carafes:
- 3 taller carafes for coffee (2 for regular, 1 for decaf (use orange lid for decaf)
- 1 shorter rounded carafe for tea water
- clear plastic pitcher for juice
- Use dinner plates or trays under the stainless-steel work table for goodies. Food should be arranged as individual servings *in cupcake holders*. Please spread-out goodies on platters to help prevent multiple hands touching food items. We want to share conversation, not germsL
- Extra goodies might be found refrigerator or freezer
- Place a tablecloth on the serving table near IN/OUT doors. If you use a cloth tablecloth, please put a clear plastic tablecloth protector over it. Cloth tablecloths

are currently being kept in plastic bins under the stainless-steel work table island. Colored plastic and laminated tablecloths are in drawers near the outside door.

### **Preparation tasks (before Coffee Hour):**

- It is helpful to leave the service at the beginning of the postlude - or earlier - to complete the set-up and to be prepared to serve coffee as soon as people enter Pilgrim Hall.

### **Clean-up:**

- After coffee hour is over, please wash any dishes used. (John may decide to run the dishwasher)
- Clean the table cloth protector with sanitizing cleaner (on counter)
- Fold tablecloths neatly and put away in bins or drawers.
- Put away sugar, etc. in the Hospitality supply area.
- If there is food left over, please wrap and put in freezer. Label "Hospitality" and write the date on it. (Masking tape and a marker should be with Hospitality supplies or in reception area desk)

### **Ushers**

At current attendance levels, two ushers are sufficient to cover Sunday morning service needs – one for each aisle. Services with higher anticipated attendance levels (Easter, Christmas; etc.) may require more ushers and some addendum to these instructions.

### **Preparation**

Upon arriving (approx. ½ hour before the start of service) verify that the sexton has unlocked both the inner and outer doors at the rear of the meetinghouse. Inner doors may be left open in all but coldest weather, Outer doors should be closed in all but the warmest weather.

- Check to be sure that altar candles are placed properly and in good condition. Light the candles 15 minutes before the start of the service, or as directed by the senior minister. Propane lighters are kept beneath the lectern.

- Verify that the mics are functioning.
- Make a quick check of the pews for cleanliness and good order.
- Verify that a supply of small print and large print bulletins has been placed on the bell tables at the back of both aisles. If they are not on the tables, bulletins should be in the mail room. Verify that at least one collection plate is ready on the table at each aisle near the bulletins.
- Greet and distribute bulletins to incoming attendees as they arrive – check for those who might need large print bulletins. Lead individuals to an available seat if they require assistance. A special space is available on the western outside aisle (the side nearest the circle drive) for handicapped individuals who would feel more comfortable using it.
- After the service starts, if a first-time attendee is recognized from the pulpit, an usher should bring the pre-set welcome gift to them where they are sitting.
- One of the ushers has to take a count of the attendance at the service and place a card with that figure in the collection plate.

## **Collection**

Coordinate collection activities together so that ushers operate as a team.

- Just before the time for collection takes place in the service, ushers should each take up a collection plate and stand at the back of their respective aisle facing the front.
- As the Call to Offering is read from the lectern by the liturgist, the ushers should move in tandem down their respective aisle toward the front, stopping, turning to face the congregation and waiting when they are alongside the first pew.
- As the Offertory music piece begins, the ushers should proceed slowly down their respective aisles toward the back of the meetinghouse, pausing to offer the plate to those on each side of the aisle as they pass.
- When they reach the back of the meetinghouse, they should turn, face the front and wait for the end of the Offertory. There is a small, plastic push-button on the upper inside edge of the left vertical trim on the inside door servicing the west aisle. The usher serving on that side should reach up and press that button a few times to let the organist know that the collection is complete. There is a small light next to the organist that will flash in response to the button.



- Once the Doxology begins, the ushers proceed down their respective aisles in tandem. When they reach the front of the meetinghouse, they should move toward the center and stop, face the altar next to each other and hand the minister their collection plates when he reaches out for them.
- The ushers then wait until thanks is given for the offering and, when the final hymn begins, they should return to the back of their respective aisles, making sure that the inside rear doors are opened for the attendees to exit.
- After the meetinghouse has cleared, the ushers should check all the pews to make sure that they are clean and in good order. The candles should be extinguished.
- The contents of offering plates should be combined and taken by an usher to be left at the pre-ordained drop-off point, where they will be collected by the bookkeeper the next business day.

### **Items to be added**

### **Perform Annual Survey of the Church Rolls**

### **Baptism and Communion**

### **Assist Stephen Ministry**

### **Support the Music and Music Programs**

### **Pulpit Supply**

## **Operations Team**

**Overview:** The Operations Team is made up of 5 voting members and the Senior Minister. Generally speaking, the Team meets 1x/month at the call of the Chair.

*\*(For detailed reference, see FCCB Bylaws, Article V, Section 3)*

### **The Operations Team's responsibilities include:**

- Prepare and Present the Annual Budget of the Church
  - Propose Budget Income
  - Propose Budget Expense
  - OT reviews and approves requests to expand expenses beyond amounts budgeted
    - Gain approval for any transfer from the Unrestricted Funds, >\$5000
- Maintenance of the land, building and physical assets of the Church
- Address the administrative concerns of the church staff, with the Senior Minister
- Establish employment policies for the Church
- Responsible for the investment Funds of the Church
- Review the Financial Policies of the Church
- Killam's Point Management Committee

### **Prepare and Present the Annual Budget of the Church**

*The Church uses the calendar year as its fiscal year*

**a. Proposed Budget Income:** During the months of November and December and in early January, the Team, with the assistance of Church staff, reviews the outcome of the fall pledge drive, consults with investment advisers about determining a prudent projection of investments of coming year, determines the distributions from certain restricted endowed funds pursuant to the terms of their distribution formulae, and estimates income from other sources, such as rentals and distributions from unrestricted endowed funds.

**b. Projected Budget expense:** The Team reviews all line items of expense, including ordinary increases in staff salaries and benefits, anticipated maintenance costs in the Meeting House and surrounding land, insurance expenses, conference dues, charitable contributions as well as any extraordinary expense matters.

The Team then presents the proposed budget, including anticipated income and expenses of the operations at Killam's Point Retreat Center, to the Church Board in early January

followed by presentation of the proposed budget to the Congregation at the Annual Meeting.

### **Maintenance of the land, building and physical assets of the Church**

The Team is responsible for take care of day-to-day maintenance issues. In case of major issues, e.g. new roof, major painting, etc., the Team secures estimates and presents a recommendation to the Church Board. With respect to the maintenance of Killam's Point Retreat Center, the Team and the Killam's Point Committee jointly address maintenance matters at Killam's Point. The Team meets annually with the insurance agent covering all Church property to confirm sufficiency of insurance coverage. As of November, 2022, the insurance agent for the Church is Anderson-Krause Agency of Branford.

### **Address the administrative concerns of the church staff, with the Senior Minister**

The Senior Minister has overall responsibility to address administrative concerns raised by Church staff as well as to hire and terminate staff. The Operations Team must approve compensation for new hires and adjust compensation for existing staff.

### **Establish employment policies for the Church**

Establish employment policies for the Church. The Operations Team, with the assistance of the Discipleship Team, Worship Team, Church Moderator and Minister is responsible for establishing employment policies.

### **Responsible for the Investment Funds of the Church**

*The Church has four major Investment Funds:*

- a) First Ecclesiastical Society Fund: With the dissolution of the First Ecclesiastical Society of the Town of Branford in the 1990s, the Society's Fund was converted into the First Ecclesiastical Society Fund of the Church ("FES Fund"). Under the terms of dissolution, the FES Fund has strict rules of the amount and use of funds for disbursement for Church purposes. In 2014, the Church Congregation adopted the following distribution policy: The Church Board, on recommendation of the Operations Team, is authorized to distribute annually to the Church an amount equal to four percent (4%) of the average fair market values of the FES Fund as of the last day of December of the three (3) years preceding the year of such distribution. The distribution shall be used for Church purposes set forth in the budget adopted by the Congregation for the year of such distribution. Any distributions in excess this amount require the approval of two-thirds (2/3rds) of the vote of the active members of the

Church at a special meeting called for the purpose of authorizing such distribution or loan.

- b) Segregated Trust Funds: This group of endowed funds consists of numerous individual gifts and bequests for specific and general purposes. Each fund has its own purposes and distribution policies.
- c) George E. Evans Memorial Fund: This Fund was created in the mid- 1980s from a bequest from Marion Evans Haines in memory of her father, a Branford physician. The terms for the use of the Fund and the manner in which distributions are to be made are set forth in the Fund document. In 2022, the Church Congregation adopted the following distribution policy: The Evans Fund shall transfer to the Church four percent (4%) of the average fair market values of the Evans Fund on the first business day as of the three (3) prior calendar years. The Evans Committee, composed of the Senior Minister, the Chair of the Worship Team, and a member at large appointed by the Church Board for a period of three (3) years may, in addition, distribute up to ten thousand dollars to such organizations and programs allowed pursuant to the purposes of the Fund as set forth in the Fund's 2022 revised governing document. Any distributions beyond these guidelines require the approval of two-thirds (2/3rds) of the vote of the Congregation at a meeting called for that purpose.
- d) Unrestricted Funds: This group of funds consists of bequests and gifts which are unrestricted. As of November, 2022, the Gaylord, Curtiss and Solstes Funds are the only funds in this group. The Church Council can draw on these funds to cover deficits and cash shortages without restriction.

### **Review the Financial Policies of the Church.**

The Operations Team periodically review and modify the Investment Policy of the Church dated March 15, 2015, with the Church's investment manager, which, as of November, 2022 is Merrill Lynch. This Policy calls on the Operations Team to monitor the performance of Church's investment manager, prudently diversify the portfolio to meet the risk/return profile, and oversee all investments, recordkeeping, and all administrative expenses associated with the Church accounts.

### **Killam's Point Management Committee**

- a) Review any fund requests from the KPMC that are outside the approved budget
- b) Take action as appropriate

## **Discipleship Team**

**Overview:** The Discipleship Team\* is made up of 5 voting members, the Faith Formation Coordinator, and the Minister. Meets 1x/month on the first Tuesday of the month. Schedule is flexible to accommodate members' needs. \**(For detailed reference, see FCCB Bylaws, Article V, Section 4)*

### **The Discipleship Team's responsibilities include:**

- Christian Education for Children, Youth, and Adults
- Missions
- Stewardship
- Nominating
- Killam's Point Summer Camps
  - Killam's Point Day Camp
  - Camp Totokett

### **Christian Education**

- The Faith Formation Coordinator provides the majority of the information to the Team
- The Team will assist the Faith Formation Coordinator in areas as needed
- Areas of focus:
  - Children's Sunday School
  - Youth group
  - Adult Education
- In DT Minutes and Agenda, Children's Sunday School, Youth Group, and Adult Education will each have a separate section
- Appoint as need: (requires Sr. Minister Approval)
  - Church School Teachers and Officers
  - Youth Group Advisors

- Others are needed
- The Team will vote on curriculum presented and any other action items
- Scholarship
  - Committee
    - Appointed
    - No term
    - Odd number of members
    - No agenda, minutes, reports required
  - Time Line
    - January      Notice in eSpire and announcement in church 1-2 times
    - February      Notice in eSpire
    - March          Notice in eSpire
    - April 1        Written application due to committee
    - Discuss with Operations Team funds available from previous year
    - June 1        Recipients notified by letter
    - June 15       Acceptance letter due
      - Letter for church files naming recipients and amount rewarded to be written
    - January       First term transcript due, then second payment made
    - July            Financial statements shredded

### **Missions**

- The Team has a budget provided annually to give to community and worldwide programs for the year.
  - Budget for 2022 - \$5,000

- Decisions on donations are based on information provided by the Minister, Faith Formation Coordinator, church members, and correspondence
- The Team presents to the church members the positive outcomes of the donations
  - One Great Hour of Sharing (Easter)
  - Neighbors In Need (Sept/Oct)
  - Supported by UCC-SNE
  - Resource material is available on the UCC-SNE website
- Two additional offerings are supported during Thanksgiving and Christmas
  - Selected by the Team
  - The eSpire will be used to encourage donations from church members

### **Stewardship**

- Stewardship Sunday is the 1<sup>st</sup> or 2<sup>nd</sup> Sunday of November
  - Stewardship Committee
    - Discipleship Team member should oversee Committee
    - Identify church members to serve on the committee
    - Time commitment of 4-5 months
  - Resources available
    - UCC-SNE website
      - Digital packet is available on the UCC website.
        - June/July timeframe
      - The Senior Minister orders the material required from the Digital Packet that is available.
      - Bulletin inserts
      - Pledge cards
      - FCCB Portal

- The Portal is used a back-up for Pat which someone is assigned to access to keep track of pledges on Excel.
  - Pat sends a copy of the pledge cards to that person
  - Information of pledges she receives in mail or online that do not have pledge cards are also included
  - A reconciliation is done to assure the totals match.
  - The names and addresses are used for the Thank you cards.
  - No one else sees the pledge amounts except Pat and that person doing the Excel.
- Other helpful material
- eSpire – September
  - Articles
  - eSpire Moments
- Letters to Church members
  - Need Envelopes, addresses, and pledge cards
  - Administrative Assistant will provide material
  - Stewardship Cmte will put together
- Stewardship Sunday
  - Container provided in the front of the church
  - Members bring up pledge cards to place in the container
  - Handwritten Thank You cards
    - Mailed in December
    - Cards/Envelopes provided by Administrative Assistant
      - The church administrative assistant will provide note cards and envelopes



- Administrative Assistant will mail

### **Nominating**

- The Discipleship team is responsible for nominating members of the church for openings in the Church Board and Teams
  - The Church Board is made up of Moderator (two consecutive one-year terms, Moderator-Elect (one-to-two-year term), Treasurer (two consecutive three-year terms), and Clerk (two consecutive three-year terms),
  - The Governance Teams (five members in each team for two consecutive two-year terms)
  - Teams are Worship Team, Operations Team, and Discipleship Team
- New people nominated to the Board and Teams will be presented at the Annual Meeting for a congregational vote
- The DT team also nominates people to serve as a Representative on the New Haven East Consociation and the Southern New England Conference

### **Killam's Point Summer Camps**

- **Killam's Point Day Camp**  
Killam's Point Day Camp is a 4-week program .....
  - Director – Dawn Perotti
  - *(See Killam's Point Day Camp info under Summer Camps in Addendum 2)*
- **Camp Totokett**  
Camp Totokett is a free one-week summer camp for children from the Greater New Haven area. Camp Totokett offers a respite from stress, trauma and responsibilities which these children face daily.
  - Directors – Tim Dinneen, Hailey Nelson
  - *(See Camp Totokett info under Summer Camps in Addendum 2)*

## **Church Board Officers**

### **Moderator**

**Overview:** The Moderator\* serves as Chairperson of the Church Board, which meets the 3<sup>rd</sup> Wednesday of each month. *\*(For detailed reference, see FCCB Bylaws, Article III, Section 1)*

**The Moderator's responsibilities include:**

- Chair all Church Board meetings
- Chair all Congregational meetings
- Sign all critical legal documents relating to property owned by the Church, as well as all promissory notes and other instruments and contracts
- Maintain close working relationship with all Board members and Senior Church Staff
- Oversee Additional Church Appointments

**Chair all Church Board meetings**

- Establish the agenda with input from Senior Minister and Team Chairs
- Set the date, time and place for the meeting, and send to the Clerk
- Prepare or request others to prepare the room for the meeting
- Familiarity with Roberts Rules of Order
- Familiarity of FCCB Bylaws relative to the Church Board operations/requirements
- Work with Teams to appoint committees or task forces as needed to meet their responsibilities
- The Church Board appoints any vacancies that occur during the year

**Chair all Congregational meetings**

- Held annually, usually fourth Sunday of January
- Familiarity of FCCB Bylaws relative to Congregational Meetings
- Support seating and audio/visual equipment as needed (Board and attendees)

- Prepare any material that needs to be shared the day of the meeting (Annual Report)

**Sign all critical legal documents relating to property owned by the Church**

- Consult with the Senior Minister, Operations Team and Church Board to be aware of all pending contracts and financial agreements that require the Moderator's signature

**Oversee Additional Church Appointments**

- Branford RTM requirement
  - Center Cemetery Committee
  - Greens Committee
  - Academy on the Green Committee.

**Moderator-elect**

**Overview:** The Moderator-elect serves a 2-year term as next Chairperson of the Church Board. *\*(For detailed reference, see FCCB Bylaws, Article III, Section 2)*

**The Moderator-elect responsibilities include:**

- Assuming duties and tasks as requested by the Moderator
- Actively engage in Board functions to more fully understand the operations, duties and functions of the various Board positions
- Review and become familiar with the Church Bylaws
- Participate in Church activities with a focus on becoming more familiar with the functioning of Church life and the participation of its' membership
- Interact with Church staff to become more acclimated to the demands of church administration

**Clerk**

**Overview:** The Clerk\* serves a term of three years and may be elected to two consecutive full terms. *\*(For detailed reference, see FCCB Bylaws, Article III, Section 3)*

**The Clerk's responsibilities include:**

- Sign all critical legal documents relating to property owned by the Church, as well as all promissory notes and other instruments and contracts
- Attend all Church Board meetings
- Attend all Congregational Meetings:

**Board meetings**

- One week before Church Board meeting send e-mail to Chair and Vice Chair of Discipleship Team, Worship Team, and Operations Team, the Senior Minister, Treasurer, Moderator, Moderator-elect and Church Office requesting that agenda items be sent to the moderator. Requests for hard copies of reports and minutes be sent to the clerk by Sunday evening.
- Receive agenda items from moderator by Monday evening.
  - o Prepare agenda
  - o E-mail with reports and minutes received to the Church Board, church office and anyone else that may be expected at the meeting to make a report.
  - o Wednesday (day of Board meeting) go to the church office to have the Church Admin print out all the materials that have been emailed out, one for the clerk copy plus additional for anyone who requested a hard copy. Prepare material for meeting distribution.
- Take notes for the minutes of the meeting.
- One week after Board meeting, transcribe the notes into minutes and emails them out to the Church Board, the office.
- Corrections will be noted at the next meeting the correction(s) can then be made for the record.
- Clerk keeps each meeting's agenda, minutes and supporting materials in a notebook.
- E-votes:
  - o Occasionally it becomes necessary for the Church Board to vote on an issue between meetings.

- The moderator will send an email notifying the clerk of the necessity for an e-vote, the motion and who made it, and seconded it (the clerk usually seconds because the moderator does not vote unless there is a tie).
- An email is then immediately sent out to the Church Board advising of the need for a vote, the motion, that it has been made and seconded along with explanations, if any, and the need for expedient response (vote).
- Once the voting is completed the clerk sends out an email announcing the results.
- At the next Church Board meeting the e-vote is listed under correspondence on the agenda.
- The clerk reads the motion, notes who made the motion and who seconded it, and reports the outcome and the date the vote was taken. The information then gets put in that meeting's minutes under correspondence, e-vote.

### **Congregational Meetings:**

- The Clerk shall give notice of all meetings as required in the Bylaws of the Church and by the laws of the State of Connecticut.
- The Clerk prepares the agenda for Congregational meetings, as received from the moderator.
- The Clerk shall keep a true record (minutes) of all the business meetings of the Congregation.
- The Clerk shall place the approval of any congregational meeting minutes on the next meeting agenda of the Church Board for approval. They will also be placed on the next annual meeting agenda for approval by the congregation.

### **Annual Report:**

- The clerk prepares a synopsis of highlights report from each meeting that took place throughout the year for inclusion in the annual report.
- The clerk prepares the agenda, as instructed by the moderator, for the annual meeting, to be included in the annual report.
- The clerk includes the annual meeting minutes from the previous year in the annual report for approval by the congregation as well as any special congregational meeting minutes.

### **Treasurer**

**Overview:** The Treasurer\* serves a term of three years and may be elected to two consecutive full terms. *\*(For detailed reference, see FCCB Bylaws, Article III, Section 4)*

**The Treasurer's responsibilities include:**

- Financial Operation of the Church
- Oversees all duties of the Full Charge Bookkeeper\* regarding all financial operations of the Church
- Serves as a member of the Operations Team, ex-officio
- Oversee all bank accounts of the Church, signing checks weekly, or as needed by the Bookkeeper
- Participates in any financial audits or tax issues as they may arise
- Stays aware of any upcoming expenses, events, or changes to the Church's operations
- Stays aware of any State or Federal laws such as tax changes, benefit issues, or minimum wage issues that may affect Church employees
- Meets with the Moderator as needed to discuss any issues which involves the financial operations of the Church
- \*See Bookkeeper under Administrative Staff for further detail and clarification

**Required knowledge, skills and abilities:**

- Must be trustworthy and honest in all dealings
- Must be committed to the mission and goals of the Church
- Must become familiar with the Tax Code as it governs religious and non-profit entities
- Must be able to work well with Church staff, volunteers, Team members, and the Church's leadership
- Must be committed to the confidentiality of all donations and financial information

## **Administrative Staff**

### **Office Administrator**

**Overview:** The Office Administrator is to support all staff and church members in keeping the mission of FCCB on track. The position calls for @ 20 hours per week

**The Office Administrator's responsibilities include:**

- Central Office coordinator between Staff, Members and Public
- Church Bulletin
- Primary Facilities Rental Coordinator
- Produce and Manage Key Church Paperwork
- Maintain key contact info for Church Staff, Board and Members
- Support Production of Annual Reports

**Central Office coordinator between Staff, Members and Public**

- Act as liaison for the office staff, members of the Congregation and the general public
- Manage time/space rentals for all groups wishing to rent space in the church building
- Provide tours of the church and hall for weddings and other facility usage
- Flower coordination for weekly services and special orders at Christmas and Easter
- Track and maintain all rental paperwork for outside groups using church facilities (particularly regarding payment and insurance)
- Prepare weekly printed calendar of church activities for display

**Produce and Manage Key Church Paperwork and Material**

- Bulletin coordination and production for all church worship services, including funerals and memorial services; coordinate production of the weekly online e-newsletter
- Purchasing of office supplies and supplies requested by staff
- Assist with the design and production of handbills, tickets, inserts, posters and other promotional materials for church activities; print baptism, confirmation and new member certificates; coordinate the binding of bulletins, annual report and paper copies of the e-Spire newsletter annually
- Attend weekly staff meetings and take minutes
- Track weekly service attendance and flower deliveries to members



**Produce and Manage Key Church Paperwork**

- Maintain the usage and organization of the cloud system for all church documents; maintain permissions for cloud document sharing between staff users
- Maintain and track paperwork for our:
  - Safe Church practices
  - Volunteer applications
  - Killam's Point walking and parking passes
  - Births, Deaths, and Weddings
  - Note changes in membership status
- Assist in the production of bulk mailings, fill out bulk mailing paperwork and deliver bulk mailing to the post office; maintain monetary account at post office for bulk mailings
- Assist in the production of the church's Annual Report
- Maintain email, telephone, and postal contact lists for church members, affiliates and new members by way of membership list, registrar list, member directory and providing this information to the Stewardship and Deacon Boards

## **Bookkeeper**

**Overview:** The Church Bookkeeper works with the Church Board, Senior Minister and the Operations Team to manage the church's finances and attend to general bookkeeping, fundraising, and tax responsibilities. The Bookkeeper reports to the Senior Minister. The Bookkeeper works @25 hours each week.

### **The Bookkeeper's responsibilities include:**

- Pledges and Donations
- Check Issuance
- Tax Records
- Administrative

### **Pledges and Donations**

- Sorts and records the amounts of tithes collected at each Sunday service. they can be found in the safe each Sunday
- Posts congregants' pledge payments to QuickBooks.
- Accepts donations on behalf of the church and records the amount and the donors name for tax purposes.
- Record in QuickBooks
- deposit funds in the appropriate account depending on what the donation is for. If unspecified, it goes into the general account.
- Issues receipts for large donations and sends tax forms at the end of the year.
- Keeps detailed records of all financial transactions, including online financial transactions conducted on the church's website.
- Deposits all funds into the church's bank account at Key Bank and maintains receipts for records. Banking information can be accessed by Book Keeper, Treasurer, and a designated Operations Team member.
- Make copies of each check before deposit.

### **Check Issuance**

- Checks must be issued by the Book Keeper and signed by the Treasurer, Moderator, or a member of the Operations Team. Each must be added as a signatory at Key Bank. The Treasurer knows how to access blank checks to issue in the event the Bookkeeper is indisposed.
- Pays employees (including seasonal camp employees) from the church's accounts.
- A list of seasonal employees are provided by the Camp Director and/or KPDC Committee members. The Bookkeeper will acquire all relevant financial and tax information through the Director.
- Prepares weekly bill payment checks for the signature of the Church Treasurer.

- Reconciles church bank statements with the church's ledger, making note of any discrepancies and bringing them immediately to the church's board, Senior Minister, or Operations Team.
- Contacts vendors regarding the status of uncashed checks.
- Collects credit card receipts, records credit card charges and reconciles monthly credit card statements.

### **Tax Records**

- Maintains tax records of employee salaries and donor information.
- This information is acquired from Paychex, FCCB's payroll processing company.
- Requests and collects required employment paperwork from new employees (including seasonal camp employees).
- Secures approval of vendor payments and reimbursement requests, seeking further documentation as necessary.
- Presents a monthly statement on the church's finances to the Operations Team and the church board.
- Keeps separate track of income and expenses for every church program and event.
- t.
- Sends pledge statements to church members and addresses any questions members may have.
- Attends meetings with the church executive staff to go over finances and stay aware of any upcoming expenses, events, or changes to the church's operation.

**Sexton**

**Overview:** The position of Sexton is to assure that all Church facilities are in good operational condition, clean and organized. The Sexton shall assure that all events on the Church schedule are properly prepared for, and restored to a standard readiness condition for any next, scheduled event. The position is established on a 40 hour per week schedule.

**The Sexton's responsibilities include:****Monday**

- Open Church
- Clean Pine Kitchen Area
- Dust & Vacuum all Office Areas
- Check Cleanliness of all Restrooms
- CE Restrooms
- APR Restroom
- Vacuum & Dust Pine Room
- Wipe Down Counters in Kitchen Area
- Pilgrim Hall
- Russel Room
- Check Exterior of bldg. for litter
- Run Dishwasher in Pine Kitchen if Needed
- Empty all Trash in Building

**Tuesday**

- Open Church
- Check Cleanliness of Pine Room Kitchen
- Office Area
- Restrooms
- CE Restrooms
- Bring in Recycle Bins from Curb
- Check and Clean Chapel if Needed
- Sweep Downstairs outside Church Offices
- Clean Sunday School Hallway & Classrooms, wipe table, vacuum, empty trash
- Clean all Entryways of Building
- Vacuum & dust APR
- Set-up every other week for Youth Group
- Run Dishwasher in Pine Kitchen if Needed
- Empty all Trash in Building

**Wednesday**

- Open Church
- Clean Foyer
- Check Cleanliness of Pine Kitchen Area
- Dust & Vacuum all Office Areas
- Check Cleanliness of all Restrooms
- Vacuum & Dust Pine Room
- Clean Narthex Mirror, wipe 2 doors to Balcony, dust rails if needed, vacuum stairs, clean bathrooms
- Run Dishwasher in Pine Kitchen if Needed
- Empty all Trash in Building

**Thursday**

- Open Church
- Check Cleanliness of Pine Kitchen Area
- CE Restrooms
- Dust & Vacuum all Office Areas & Restrooms
- Clean Kitchen Counters and Floor
- Clean Flower Room, wipe counters, sweep floor, clean sink, trash
- Clean Stairway to Balcony
- Vacuum & Dust Pine Room
- Vacuum & Dust All Purpose Room
- Hymns
- Empty all Trash in Building

**Friday**

- Mop CE Floor
- Check Cleanliness of Pine Kitchen Area
- Dust & Vacuum all Office Areas
- Restrooms
- CE Restrooms
- APR Restroom
- Set-up Coffee hour
- Meetinghouse – Vacuum, Dust, check for Trash
- Little Rugs
- Vacuum Stairwell to CDC
- Mop Restrooms
- Run Dishwasher in Pine Kitchen if Needed
- Empty all Trash in Building

**Sunday**

- (Open by 7:30 am – non-communion Sunday; Open by 7:00 am – Communion Sunday)
  - Open Doors
    - By kitchen and Chapel
    - Taintor Dr.
    - Handicapped ramp door to Pilgrim Hall
    - Meetinghouse (key is located in the Narthex bureau)
    - By APR bathroom
  - Lights
    - Sunday School Hallway
    - Turn on lights for APR hallway
    - Meetinghouse lights by front door
    - Lights outside of office
  - Microphone
    - There is a red switch by the pulpit near the floor...look for the power bar
  - Make sure hymn numbers are posted (numbers kept in the narthex bureau)
  - Make sure candles are lit before services and extinguished after
  - Bring Bulletins to Narthex
  - Coffee
    - Fill both urns ½ full with cold water
    - 4 cups for each-regular and decaf
    - Put paper coffee cups by coffee urns
  - Make sure flowers are on the altar-bring flowers to Meetinghouse after 8am service. After service bring flowers into Chapel for deacons

### **Communion Sunday**

- Make sure table I on altar

### **Summer**

- Open window and turn fans on in Meetinghouse
- Lemonade
- Bring 1 large table and 1 card table outside (beyond the driveway)
- Trash can
- Cups, lemonade, and snacks if available

### **Lock-up**

- Turn off lights, fans and microphone
- Close window
- Empty and clean coffee pots

### **Special Events**

*(Check with Office Administrator for any special requirement)*

## **Funerals and weddings**

- Leading up to a funeral
  - Pilgrim Hall
    - set up tables in consultation with senior minister
    - cover with table clothes
    - make sure kitchen is clean
  - Meetinghouse
    - do extra cleaning
    - put hymn numbers on sign
- Day of funeral
  - turn on heat or fans and open windows depending on season
  - put out reserved sings if needed
  - open all relevant doors
  - put out funeral parking only signs on Taintor Drive and Blackstone Ave.
  - make coffee
  - prepare cold beverages
  - check bathrooms and clean again if necessary
  - assist hospitality team if needed in kitchen
- After Funeral
  - turn down heat/fans and close windows
  - help hospitality team remove flowers/table clothes from tables
  - break down tables
  - put away tables and chairs
  - pick up meeting house

## **Hall Rentals**

- set up tables in consultation with Office Administrator
- cover with table clothes
- make sure kitchen is clean

**Director of Communications**

**Overview:** The Director of Communications works to support the church's efforts to extend its' online presence for a broader outreach, in addition to developing contacts in local print media, to be present in the local community. Website design input, document creation for church services, and visual aids for the weekly church livestream broadcast are key components of this position. The position is budgeted for an average of 10 hours a week.

**The Director of Communication's responsibilities include:**

- Prepare for and execute the Livestream Sunday Service
  - Website and Social Media updates
  - Develop local print media resources
  - Coordinate with Worship Team and Faith Formation Coordinator
- 
- In- person every Sunday from approximately 9:15a-11:15 to set up and execute the livestream of the Sunday Service
  - Available on an as needed basis for funerals, special events and liturgical holidays; including Christmas Eve and Easter
  - Update Website and Social Media sites, to include: adding events and worship services, aesthetic additions, promotional info
  - Take photos and videos for social media, and the website, applying design elements as needed
  - Collaborates with Worship Team and Faith Formation Coordinator, as needed for social media and marketing activities
  - Create physical handouts for the Sunday bulletin
  - Designing and putting together a weekly announcements video for the livestream service
  - Design slides for Propresenter for weekly livestream service (Call to Worship, hymns, etc.)
  - Assure streaming equipment (i.e., computer, microphones, cameras, etc.) are in operational condition
  - Troubleshoot streaming problems in concert with our system integrator, CMI Audio Video and Acoustic Solutions who are on call)
  - Research and stay current on streaming aesthetics



- Assist the Minister in communicating with anyone who reaches out to the church via social media
- Complete projects as assigned by Senior Minister

**Special Assistant to the Senior Minister**

**Overview:** The Special Assistant to the Senior Minister was born on the streets of North Carolina in May 2018. As a young puppy, she was part of a large group of dogs saved from the streets and brought to upstate New York for adoption. Scout is her name, and was rescued by Joe and Julia Perdue at ten weeks old. She has graduated from advanced training and is a very good girl

**The Special Assistant to the Senior Minister Director of Communications is responsible for:**

- helping Joe with pastoral care
- hosting visitors
- distracting the staff from their work.

**FCCB Senior Staff****Senior Minister**

**Overview:** The Senior Minister has overall responsibility for Sunday Worship, enhancing the involvement of FCCB in the community, providing Pastoral Care and engaging Church laity in growing their faith. The Senior Minister has overall responsibility for the Church Staff, represents the Church in UCC Association and Conferences, enhances the development of the Church website and social media outreach programs, and provide for the growth and vitality of our Church membership and missions.

**The Senior Minister's responsibilities include:**

- Preparation and leadership of Sunday worship including scripture study, crafting of liturgy, bulletin, sermon preparation, Preaching, offering of prayers, etc.
- Guiding and sometimes finding lay liturgists
- Planning of music in coordination with musical staff or volunteers
- Faith formation and vitality through prayer and Bible study
- Identifying helpful resources and opportunities and helping lay persons take advantage of them
- Leadership development by working with people in the church to create ministry and programs
- Pastoral care in collaboration with lay people
- Community engagement and leading the way for the church to be an ambassador of God's love
- Weddings and funerals for participants in the worshipping community
- Strategic planning for current and new directions in ministry
- Attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- Participate in wider church activities such as conference and association meetings
- Administration responsibilities (unless delegated) such as email, website, church supply purchasing, and more

- Faithful financial development and stewardship
- Responsibility for supervision of Church staff
- Availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- Counseling, listening and referral
- Study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- Energizing and deepening the spiritual connections and faith understandings of others in all they do

**Faith Formation Coordinator**

**Overview:** The Faith Formation Coordinator works as the connection between programs and Church staff and resources. Primary responsibilities include all children, youth, family and intergenerational programming, specifically middle and high school youth group and Sunday School Activities. Primary objective is to follow and encourage the community of FCCB in Faith Formation as lifelong learning and exploration and broadening of our faith. *(25 hours per week for 10-month position, Mid-August to Mid-June)*

**The Faith Formation's responsibilities include:**

- Sunday School
- Youth and Intergenerational activities
- Additional Duties
- Special and Seasonal Programs
- Weekly Newsletter communication

**Sunday School**

- In partnership with the church staff and the Discipleship Team, provide vision, support and administration of the Sunday School program. Goal is to impact vitality and lead to an increase in attendance
- Partner with the Discipleship Team to lead recruitment efforts and provide ongoing support of Sunday School teachers
- Maintain a list of available Sunday School substitutes and fill in as a Sunday School teacher in the event a teacher or substitute is unavailable
- Assist with selection and preparation of all Sunday School curriculum and materials
- Ensure that all Sunday school rooms are in order and that Sunday School staff, supplies and equipment are ready
- Plan and implement special seasonal and annual programs as agreed upon such as: Rally Sunday in September, Youth programs during Advent and Lent and an Annual Christmas Pageant
- Communicate with families weekly to provide information and support necessary to actively participate in all aspects of the Faith Formation program- text, email, phone, written notes to youth and families, etc.
- Assist in selection and logistics of Confirmation classes and curriculum as well as support classes and Senior Minister as needed

**Youth and Intergenerational**

- Act as lead Youth Group Leader for Pilgrim Fellowship (Grades 5 and up) and developed a shared vision for middle and high school youth ministry.

- In partnership, plan and lead youth fellowship, retreats, service projects
- Meet twice monthly with youth.
- In partnership with the Discipleship Team and others, plan and implement monthly intergenerational activities such as:
  - Special events for education and mission purposes
  - Engaging seasonal fellowship activities
- Coordinate and facilitate implementation of Adult Faith Formation opportunities

### **Additional Duties**

- Planning for Sunday School, Adult Study and Confirmation Curriculum
- Communicating with Sunday School Teachers and Adult Volunteers surrounding programming plans
- Meeting With Discipleship Team
  - Provide a written report
  - Status of all programs, what has happened, what is coming up
  - Action items (in need of a vote from the team)
  - Accounting of personal schedule (any vacations/time off or conferences scheduled)

### **Special and Seasonal Programs**

- Keep in touch with families, especially if they are not present in Worship or other activities
- Organize and execute the annual Christmas Pageant
- Organize and execute annual Youth Mission time
- Attend workshops, seminars, and conferences as required and/or requested to stay current with the best practices and learn more about strategies, information and resources as time allows

### **Exceptions:**

- During the 2 months (Mid-June to Mid-August) up to 100 total hours as needed for Youth Group activities and Mission Trip
- If presence is required at an event or function, a minimum of 3.5 hours will be credited, regardless of hours worked
- During Youth Mission Trip days, hours as worked. Compensatory time for time in excess of 25 hours during Mission Trip

### **Newsletter article**

- Update on all programming- Sunday School, Youth Group, Confirmation, Intergenerational and Adult Study
- Weekly communication with Youth Group and Sunday School families regarding activities at the church

- Setup for any Youth Group meeting, if needed

**Overview:** The Director of Choral Programs is to coordinate the preparation for the Sanctuary Choir, as well as the Children's Choral Program. Working with the Worship Team, Music Director and Senior Minister, the Director of Choral Programs will select and purchase the music, make arrangements for any special musicians, and coordinate for any special requirements for any Sunday or Special Service.

**The Director of Choral Program's responsibilities include:**

- Direct and Rehearse Choir's
- Key Coordinator for Special Musicians
- Identify, Select and Purchase music

**Direct and Rehearse Choirs**

- Rehearse, conduct and direct all regular Sanctuary Choir activities in the liturgical calendar (Sundays, special holiday services) during the music program year, in conjunction with the Music Director
- Rehearse, conduct and direct all regular Children's Choir activities
- Select all choral music for Sanctuary and Children's Choir's
  - Communicate with Senior Staff members, as required
- Rehearse, conduct and direct all activities associated with an annual cantata

**Key Coordinator for Special Musicians**

- Coordinate specific calendar and schedule of Sanctuary & Children's Choir activities and worship services with Music Director & Senior Minister

**Identify, Select and Purchase Music**

- Identify, Coordinate and Purchase Choral Music
  - Coordinate with Worship Team, Music Director and Senior Minister



## **Music Director**

**Overview:** The Music Director is responsible for the preparation, coordination and leadership of all worship service music. The Music Director shall monitor the Church's music funds/endowments. The Music Director shall work with the Worship Team, Choir Director and Senior Minister to accomplish this work.

### **The Music Director's responsibilities include:**

- Supervise all Church Music Activities
- Supervise all Church Choral Activities
- Maintenance of all Church Musical Instruments
- Monitor all Church Music Endowments and Funds

### **Supervise all Church Music Activities**

- Coordinate with the Minister for all worship service music needs, and, if requested, advise regarding music choices
- Coordinate with Minister regarding music calendar schedule of choirs, advise on music choices, special music, soloists, and substitutes, a month in advance
- Schedule substitute organists/accompanists to provide worship service music for weeks off during the year (six weeks)
- Select and perform organ and/or piano music for worship

### **Choral Activities**

- Provide accompaniment and shared leadership for Sanctuary Choir in worship services and rehearsals
- Supervise the Director of Choral Programs and other Ensemble Directors (e.g., Youth Bells/Chimes)
- Rehearse, conduct and direct Handbell Choir activities
- Coordinate special music instrumentalists or vocalists (e.g., brass or other ensemble, orchestra, soloists)
- Coordinate musicians for weddings, funerals, and other special services, as needed

### **Maintenance of all Church Musical Instruments**

- Coordinate piano and organ maintenance for Meeting House, Chapel, and Pilgrim Hall instruments

### **Monitor all Church Music Endowments and Funds**

- Monitor the Dickie General Music Fund, the Dick Special Music Fund, and other music endowment and funds
- Curate all congregational music resources; oversee music research and musician searches as needed, manage copyright compliance

- Organize purchases, coordination of authorizations, organizing bills for payment with financial officer

## **Addendum 1**

### **Killam's Point**

- **Killam's Point Management Committee**
  - **Operational Responsibilities**
- **Killam's Point Conference Center**
  - **Required Annual Facilities Responsibilities**

**Operational Responsibilities**

Killam's Point falls under that authority of Church Board, which can assign specific responsibilities to any Team.

The Ad Hoc Killam's Point Management Committee ("KPMC") shall consist of five (5) members of the Church. The members shall be appointed by the Church Board. The terms shall be for a period of two (2) years with two (2) consecutive terms permitted. In the event of a vacancy, the Church Board shall appoint a member to fill the unexpired term.

**The KPMC responsibilities include:**

- Creation and oversight of an operating budget under the oversight of the Church Board. The Operations Team will be responsible for distributing any funds required beyond the approved budget at their discretion.
- Introduction of measures aimed at increasing revenue generated by KPCC
- Acquisition of all permits, licenses, and inspections as necessary for the operation of KPMC
- Supervision of the ordinary tasks for KPCC staff will fall to members of the KPMC, under the oversight of the Senior Minister. Hiring, firing, and evaluation of all staff will be the responsibility of the Senior Minister.
- Communication with representatives and officials of the Town of Branford and other residents of Killam's Point on issues specific to KPCC.
- Oversight of grounds, structures and fixed assets including the maintenance thereof shall be under the direction of the Church Board.
- Supervision of volunteers and/or those engaged in service or educational projects at the KPCC will be the responsibility of the KPMC, under the oversight of the Senior Minister, who may delegate said responsibility when appropriate.
- Maintenance of all records and reports pertaining to KPMC and KPCC, including any reports requested by the Church Board, and minutes of all meeting. Said reports shall be submitted within ten business days of such events to the Church Board and the Church Office.
- Selection of a chairperson or co-chairs shall occur at the first meeting of the calendar year.
- All business will be conducted in accordance with the FCCB Behavioral Covenant.
- The KPMC responsibilities shall be carried out according to the mandate of the Church Board and in the spirit of the membership of the First Congregational Church of Branford and its ministries.

**Reservation Procedures**

- All inquiries, reservations and payments are made via our website

[www.killamspoint.org](http://www.killamspoint.org) using the email [info@killamspoint.org](mailto:info@killamspoint.org) which *auto-forwards to the reservation coordinator's **personal** inbox*, as well as remaining in the [info@killamspoint.org](mailto:info@killamspoint.org) mailbox (Gmail)

- After checking the online calendar, interested groups email the reservation coordinator at [info@killamspoint.org](mailto:info@killamspoint.org) with questions and to request the date.
- Once the reservation has been approved by email, *the* reservation is submitted by the requestor using the online form <https://www.killamspoint.org/reservation-form> which auto forwards directly to the reservation coordinator. It is important that this form is utilized because it provides:
  - o a record of date and time the reservation is made
  - o arrival and departure dates and times
  - o group contact information for organizer
  - o number of guests
  - o whether or not alcohol will be served
  - o whether the kitchen stove and gas grill are requested
- In addition (requested per instructions on the website)
  - o a waiver of liability
  - o alcohol policy (if alcohol is to be served)
  - o certificate of insurance
- Payment is made on line. Payment goes directly into our Stripe bank account, and notification is sent to the reservation coordinator who forwards it to the bookkeeper with the date of the reservation.
- There are a number of important checks and balances inherent in the system.
  - o A desk top master reservations folder exists
  - o Each organization has its individual subfolder, which includes any emails, reservation form, waiver of liability, certificate of insurance and notification of payment.
  - o In addition, an Excel spread sheet is created by the reservation coordinator
  - o Fields include:
    - Date
    - Organization
    - Number of guests
    - Contact person & email
    - whether or not alcohol will be served
    - Reservation fee
    - Amount paid
    - Amount due

- This enables the reservation coordinator to readily track number of events, number of guests, number of reservations, income from paid reservations and amount receivable
- In addition, it makes it easy to check if a requested date is available. A reservation which is incomplete is highlighted in yellow. Once all items have been received, the highlighting disappears. This makes it easy to check and follow up.
- Once a reservation form has been received, the event is placed in the on-line calendar. (<https://www.killamspoint.org/calendar?view=calendar&month=08-2022>)
  - o Information in addition to date and time of the reservation includes whether it is a new guest, whether it is overnight, what items are requested so that the caretaker is aware.

**Required Annual Facilities Responsibilities**

**Spring**

Turn water and water heater back on in Point House

Order 20x40 ft tent from D.C. Hall, North Branford (203-488-0383)

- Schedule set up prior to date of first camp

**Septic Tank Pump out and/or repairs**

- Whitfield Sanitation, Eric Golia, (203-453-2576)
  - (Must be completed before ESDHD application in June)

**Food Service License Application**

- East Shore District Health Department (ESDHD)
- Must be submitted, with fee and pump out certificate **before June 15<sup>th</sup>**
- (Application mailed to church each year)

**ESDHD Inspection** – must be completed after application & by July 1<sup>st</sup>

- Kitchen
  - All surfaces must be clean, windows/screens in good repair
  - Appliances - working properly
  - Thermometers in refrigerator and freezer
  - No Smoking, Hand Wash Sink, & Rinse/Wash/Sanitize signs in place
  - Waste Basket must be covered
  - Paper towels and hand soap at hand wash sink
  - **No ANTS**
- Bathrooms
  - Clean and windows/screens in good repair
  - Paper towels and hand soap in each one
  - Wastebaskets and separate sanitary napkin disposal covered receptacles
  - Self-closing doors

- House & Yard
  - Neat and clear of all litter and debris
  - Working vacuum cleaner, mop w/bucket, brooms, etc.
- Food Protection Manager Permit - Serv Safe Certification good thru 7/29/2024

### **Fire Alarm Inspection**

- Due before Fire Marshal inspection
- Alarm Systems, Inc., Jim Hogan, (860-669-2321)

### **Fire Extinguisher Service and Inspection**

- Due before Fire Marshal inspection
- New Haven County Fire Extinguisher Service 203 793-6900

### **Ansul Fire Suppression System Inspection**

- Due before Fire Marshal inspection
- Allstate Fire Equipment (860-793-6900)

### **Fire Marshal Inspection**

- Branford Fire Dept., 203-488-7266 (Linda)
- Extinguishers, alarm and Ansul System must be current
- Exit signs must be completely lit
- Fire doors closed and access unobstructed
- Fireplace blocked from use

### **Portable Toilets and sinks (Ordered before 1<sup>st</sup> Camp through Labor Day)**

- ConnCans, Eric Golia, 203-483-5599
- Two toilets @ Love's Beach
- Two toilets in parking lot (2 if upstairs bathrooms open to campers)
- Two toilets at foot of driveway
- Double sink at foot of driveway
- Cleaning twice a week during camp weeks, once a week non-camp week(s)
- All must be clean when delivered
- Contact ConnCans to pick up

### **Miscellaneous**

- Swim Lines and Lifeguard stands in place before camps



- All trails trimmed and gate to dog-park unlocked before camps
- Trails to be maintained all season & gate locked after camps
- Refuse pickup – Caretaker to use judgment
  - Change from “will call” to once a week when groups start regularly
  - Change to twice a week for camp weeks
  - Coordinate cleaning schedule with Supreme Cleaning and Maintenance Service, 860-322-7561

**Fall**

- Have furnace serviced for year (call early September)
  - East River Energy, 203-453-1200
- Remove and store swim boundary lines
- Secure lifeguard stands for winter
- Have tent picked up

**End of Season**

- Shut off and drain water and hot water tank in Point House
- Annual Report
- Annual Budget

**Quarterly**

- Report to Church Board
  - March, June, September, December

**Addendum 2****Summer Camps****Killam's Point Day Camp**

- Introduction
- Rules
  - General
  - Behavior Management Policy
  - Abuse and Neglect Policy
  - Emergency Drills
- Staff Responsibilities
- Staff Activities

**Camp Totokett**

- Introduction
- Mission
- Expectations
- Activities

**Medical Policies**

- Policy for Administering Medications
- Medical Standing Orders

**Killam's Point Day Camp****Rules****General**

- Ethical and moral conduct is expected at all times
  - (No foul language, no taunting, no bullying, etc.)
- Do not litter - clean up after yourself
- No jumping or swimming near cliffs
- No electronic devices – i.e., iPads, kindles, tablets, gaming devices, etc.
- Keep hands to yourself - no piggy back rides- no sitting on laps

**Behavior Management Policy**

- First offense - Verbal Warning
- Second offense - Sit at point house for the day
- Third offense - Removal from Camp

**Abuse and Neglect Policy**

- *If you suspect anything -See Director immediately – **We are bound by law to report***

**Emergency Drills**

- *In case of an emergency, the bull horn will sound. Everyone is to meet at the Point house. Staff will take attendance.*

**Staff Responsibilities**

- Your main priority is to the campers at all times. Do not leave your group to go to another group unless directed by the Director.
- NEVER LEAVE CAMPERS ALONE OR SEND THEM ANYWHERE BY THEMSELVES.
- You are a role model - demonstrate kind behavior. No mean statements, no statements that can be construed as racist, or sexist or discriminatory of any type. We want ALL campers and staff to be comfortable
- Please dress appropriately - do not cut up the staff t-shirts.
- Get involved. You are expected to participate in all activities.

- Watch campers at all times. Watch out for the campers who are alone and not participating.

**Staff Activities****Morning**

- Greet the campers. Take attendance, hand back lanyards, put bag lunches in the refrigerator. Sit among the campers at welcome.

**Beach Front**

- All JC's and Counselors are to be with the campers
- If a camper does not want to participate in swimming or kayaking, sit with them **on** the beach- we need all eyes on the campers when they are in the water
- Help apply sunscreen before
- Bring all kayaks and water toys off beach at the end of the day.

**Nature**

- Two staff should be at the end so we don't have any stray campers.
- Help the campers apply bug spray - (**Not on the Deck**)

**Games**

- Only be at games when your group is scheduled to be there. No manhunt until the end of the week. Encourage the kids to play new games. NO Dodgeball with the hard balls. At the end of the day, bring equipment to the deck.

**Crafts**

- Help campers with the activity. Engage campers who may not be into it.

**Group**

- Follow the activity. If finished early, the campers can play games, cards, gimp, four-square only for 15 minutes and staff must be in charge.

**Special Activity**

- The special activity will change daily
- Stay with the group and assist

**Snack**

- Snack is provided for campers. We try to have enough for all staff but sometimes we may be short - make sure campers get snack first and **DO NOT TAKE** from another group.
- We provide a staff snack each day for you as well



**Lunch**

Each day a different group staff will be assigned to sit on the rocks with all the kids.

- If it is your group's turn to sit- you must be there even if your campers are not sitting there
  - MONDAY - PINK/PURPLE
  - TUESDAY-YELLOW/ORANGE
  - WEDNESDAY- BLUE
  - THURSDAY -GREEN
  - FRIDAY - ORANGE/RED
- Staff must sit in the same area of the campers.

**End of the Day**

- Make certain you collect lanyards, bring water bottles, bins into point house, and check that your campers have all the belongings
- Have campers clean their area
- Check for chores after lunch

**Cell Phones**

- Cell phones should be away at all times. If you need to make a call, or text - please come to the point house to do so.

**Social Media**

- Do not post anything on social media about the campers or other staff. Especially pictures.
- A few campers are not allowed to have their picture taken and we want to respect that.

**Safety First - Always**

- If a camper gets hurt stay with the child and send a JC or Counselor to get the nurse
- Do not carry the child.

**Special Note**

- If a child says anything that is concerning to you - please tell the Director
- Do not yell at the campers for misbehaving. Bring it to the Directors' attention



## **Camp Totokett**

### **Mission and Mentor Expectations**

#### **Introduction**

Camp Totokett is a free one-week trauma-informed summer day camp for children ages 5-13 from the Greater New Haven area. It is held annually at Killam's Point in Branford, CT on waterfront property owned by the First Congregational Church of Branford. The beautiful grounds offer trails, beaches, and in and of itself, the Point provides an all-around therapeutic environment for all who visit.

Camp Totokett provides a nurturing and supportive environment where campers are paired one-on-one with high school and college Mentors with whom they develop meaningful friendships. The camp community allows each child to feel special and its program fosters confidence, optimism, and friendship.

Throughout the camp week, campers enjoy recurring activities including fishing, swimming, arts and crafts and each day boasts featured activities like kayaking, mindfulness, hip-hop dance instruction, and African drumming. Camp is also filled with healthy competition as the camp's four-color groups (red, yellow, blue, and green) participate in camp-wide talent shows, scavenger hunts, and other good-natured competitions.

Camp's storied traditions illustrate its character and the very mission that drives its work. For example, because campers do not have the opportunity to celebrate their birthdays with their camp family, we host Birthday Day each year! A celebration of each age group, complete with cupcakes, face paint, and color-coded decorations.

**Mission**

- Our mission: infected v. affected, non-disclosure policy
- Turbulent home environments, making campers feel welcome
- Adults and mentors – a relationship of mutual respect, using “Mr.” and “Ms.”
- Importance of teamwork – share responsibility with peers and group leaders, rely on your resources in the directors and counseling staff
- Be proactive (and preventative), not reactive.
- Be flexible, ready to go with the flow, and help where needed
- Be a role model
- Communicate - let us know when there’s a problem and participate in staff meetings
- Confidentiality policy, social media, out-of-camp contact with campers, absolutely no posting of camp photos on social media
- Do not make promises you cannot keep
- Hands-off, give campers their space but be with them at all times
- Keep instructions simple, the “either / or” choice tool

**Mentor Expectations and Safe Church**

- Dress code - All mentors are expected to wear their Green shirts each day to camp and to dress appropriately for all camp activities. Sneakers or sturdy sandals are encouraged. Water shoes are strongly recommended while participating in kayaking and in activities at the Waterfront area.
- Use of appropriate language, including no suggestive language, at all times
- Substance abuse policy - Camp has a zero-tolerance policy for substance use. Mentors that do not adhere to this policy will not be allowed to return back to Camp.
- Participate enthusiastically, give 110%, and encourage this in your camper, too.
- Be present and attentive to your camper. Your main priority is to the campers at all times. Do not leave your group to go to another group unless directed by the Director.
- Never leave campers alone or send them anywhere by themselves.
- No cell phones, iPods, items of value – keep personal items in Point House.
- Promptness (arrive Mon. at 8:00 a.m., otherwise by 8:15a.m.)
- Exemplary mentors are the key to camp, but it’s all about the camper.
- Help at end of day when assigned chores. All mentors will be assigned a chore area on a rotating basis during the week, and are expected to participate fully in cleaning up Camp each day and at the end of the week.
- Always be mindful of safety, in woods, at waterfront, etc.
- Mentors should never be alone with a camper. There must always be another Mentor or staff member present at all times.

- Mentors are to be mindful of touch and follow their campers lead when it comes to giving hugs, holding hands, etc.
- Boundaries with campers at camp and past camp - Following the Camp week there is to be no direct communication between Mentors and campers. Any communication with campers past camp must be facilitated through Camp Totokett.
- Social Media rules - Absolutely no pictures are to be posted of campers on social media. Not all campers are allowed to have their picture taken and we want to respect that. Mentors are not to add campers or accept requests from campers on social media platforms.

### **Behavior Management Plan**

- First offense - verbal warning and contact guardian
- Second offense - written warning and notice to parent reviewed with camper
- Third offense - removal from camp for remainder of session

### **Abuse, Neglect, and Camper Safety Policy**

- Any suspicion of abuse or neglect should be reported to the Director immediately. We are mandated to report this to the state.
- The safety and well-being of our campers is our number one priority - If a child says anything or does anything that is concerning - please tell the Director

### **Emergency Protocol**

In case of emergency

- Director sounds alarm via Walkie-Talkie system and air horn. Pages, “Emergency, report immediately to the Point House.”
- Everyone gathers at Point House unless otherwise directed. Group leaders take camper and mentor attendance.
- Director takes staff attendance and gives the all clear.

**Camp Totokett Activities****Morning Meetings**

- Mentors are expected to arrive on time by 8:00 a.m. on Monday and 8:15 a.m. the remainder of the week to participate in morning meeting.
- Directors will review the schedule for the day and make any announcements.
- Mentors are expected to actively participate and are encouraged to ask questions.
- Following the meeting all Mentors will place their phones in the designated phone bin in the Point House and return to their tents to wait with Group Leaders for campers to arrive.

**Camper Arrival**

- Campers will arrive by bus and check-in with Camp Directors who will walkie Group Leaders to send their Mentors to meet them.
- Mentors will greet campers, hand out nametag buttons, offer breakfast, apply sunscreen/bug spray, and will sit among the campers at welcome.
- Group Leaders will take Mentor and camper attendance, review the schedule for the day with the group, and sit among Mentors and campers at welcome.

**Waterfront/Kayaking**

- All Mentors are to be with their campers at all times. If your camper is in the water, you must be in the water with them.
- If a camper does not want to participate in swimming or kayaking, sit with them **on** the beach- we need all eyes on the campers when they are in the water.
- Bathing suits, towels, and water shoes are available for all campers to use. Please be sure that all towels and bathing suits are hung to dry before leaving the waterfront.
- Help campers to apply sunscreen before and after participating at the waterfront and kayaking.
- Please bring all kayaks and water toys off the beach at the end of the day.

**Nature**

- Remember to stay with group and remain on marked and cleared trails only.
- Please keep campers away from the cliffs and off any rocks.
- Before heading into the woods be sure to help campers apply bug spray.

**Games**

- Mentors are asked to actively participate in all games activities and to encourage camper participation.

- At the end of games be sure all equipment (balls, frisbees, etc.) are returned to their designated area.

### **Arts & Crafts**

- Mentors are asked to support campers with the activity and encourage camper participation.
- Craft projects are designed for the campers - please ask the Art Director before taking materials to complete a project of your own. There will be some craft opportunities for Mentors to participate in.

### **Fishing**

- Please be with your camper at all times - no running on the rocks/remind campers to sit while they fish.
- Be sure to look around and behind you and your camper when casting to ensure the area is clear.
- Mentors and fishing staff should be the only ones baiting hooks for campers.
- If the hook gets stuck, please ask the fishing staff to support - no campers should be retrieving stuck lines or getting in the water.
- All equipment must be put back neatly on the fishing rod cart.

### **Special Programming**

- There will be special programming each day - announcements and information will be provided in advance.
- Please stay with your group, participate, and support during programming.

### **Breakfast/Snack/Lunch/Afternoon Snack**

- We promise to keep everyone at Camp well-fed during the week!
- Each day breakfast, snack, a hot lunch, and afternoon snack will be provided for all campers, Mentors, Group Leaders, volunteers, and staff.
- Allergies and dietary restrictions can be accommodated - please communicate with our Camp Directors to coordinate. Vegetarian/Vegan/Halal options are offered every day.
- You are welcome to bring your own food - please keep in mind we are a NUT-FREE camp.
- During all meal-times Mentors escort their campers through the line - please allow campers to receive their food first. We promise there is always more than enough for everyone!

### **Dismissal**

- Mentors make sure to collect all nametag buttons and ensure your campers have all of their belongings.
- Work with campers and fellow Mentors to clean up your tent's area.
- Sit with your camper during the end of the day meeting, and then escort your camper when their bus number is called up to the buses.

**Afternoon Meeting**

- After campers dismiss, all Mentors and Group Leaders will meet under the Art tent with the Camp Directors for afternoon meeting.
- Color groups will take turns sharing out about their day - this is a time to celebrate one another, share stories, express concerns/challenges/ask questions.
- Camp Directors will make any announcements and assign afternoon chores. All mentors will be assigned a chore area on a rotating basis during the week, and are expected to participate fully in cleaning up Camp each day and at the end of the week.
- Mentors must check-out with a Camp Director before leaving for the day.

**Policy for Administering Medications**

July 5 – August 7, 2023

The Killam's Point Day Camp and Camp Totokett Medical Staff person has the permission from the camp physician to administer emergency injectable, finger stick blood glucose tests, as well as oral and topical over the counter and prescription medications with the following provisions:

- The medical staff person is and RN, LPN or other licensed medical provider in the state of Connecticut with the authority to administer medications.
- All other non-licensed medical staff personnel must complete and document training by the camp physician.
- Oral and topical medications, and emergency injectables can be administered with proper documentation of parental consent.
- The parent shall provide written documentation that includes the name, address, phone number, and relationship to person taking medication. In addition, it should be clearly defined who the medication will be given to, the type of medication, the schedule of administration, and the appropriate dose.
- The parent shall directly give written permission to the medical staff and receive the director's signature at this time.
- The medical staff shall place the medication in a double locked box for storage.
- Storage shall be kept in the original childproof container that is clearly labeled with the child's name, type of medication, and directions for administration.
- Storage shall be kept away from food or any unauthorized access.
- The trained medical staff will place parental documentation with the camper's medical record to be kept on file.
- The camp's trained medical staff shall be the only person to have access to the medical lock box and will be the only person to administer medications.
- The camp's trained medical staff will be present while medications are being administered.
- The trained medical staff will document all medications that are dispensed during camp.
- The medication log will include camper's name, date of birth, type of medication, time of administration, and signature of the trained medical staff who administered the medication.

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Physician's Signature

Date



**Medical Standing Orders**

July 5 – August 7, 2023

- **Abrasions and minor lacerations:**
  - Use universal precautions when handling blood
  - Clean the area with soap and water
  - Apply appropriate dressing to the wound
- **Fevers, colds, sore throats, earache, toothache, nausea, vomiting, diarrhea:**
  - Notify parent and remove child from camp
  - If the parents are not available, keep child at rest and away from others until parents can be reached
- **Insect bites or stings:**
  - Check health records for allergies to bites and stings
  - Examine area for stinger and remove if present
  - Apply “afterbite” to bee, wasp, horsefly, and mosquito bites
  - Apply meat tenderizer to jelly fish stings
  - Apply ice to affected area
- **Heat Prostration:**
  - Remove from hot environment
  - Lower temperature by fanning and cool compresses
  - Encourage water intake
- **Asthma, Hives—Allergic reaction emergencies:**
  - As per parents’ instructions or as noted on health form
  - Notify parent and/or remove victim to nearest medical facility
- **Contusions, sprains, strains:**
  - Remove restricted clothing and observe area for swelling and discoloration
  - Check range of motion
  - **RICE** (rest, ice, compression, elevation)
  - Immobilize area if necessary and notify parent of injury
- **Fractures/dislocations:**

- Remove restricted clothing and observe area for swelling and discoloration
- Check distal circulation and immobilize area
- Apply ice to injured area
- Notify parent of the injury and remove to medical facility
- **Poison Ivy:**
  - Wash the affected area with soap and water
  - Apply calamine lotion as needed
  - Prohibit swimming with open lesions
- **Burns, sunburns:**
  - Irrigate area with cold water
  - Cover burns with non-adherent sterile dressing
  - If burn is severe, notify parents and remove to nearest medical facility
- **Head and neck injury:**
  - Encourage person to remain still
  - Monitor level of consciousness
  - Assess cranial nerve involvement
  - Rule out neurological signs and symptoms in extremities
  - If neck pain is present, stabilize the cervical spine
  - Dial 911 if necessary and notify parents of the injury
  - Remove to medical facility
- **Impelled object:**
  - Use universal precautions when handling blood
  - *If object is in place:*
    - Do not remove object
    - Support the object with gauze and monitor bleeding
    - Transport to medical facility
  - *If object has been removed:*
    - Control bleeding with direct pressure
    - Wash area with soap and water

- Dress area with appropriate bandage
- Notify parent of injury (inquire about most recent tetanus shot)
- **Removal of Ticks:**
  - Use tweezers to remove tick from skin
  - Document the day and time the tick was removed
  - Save the tick for identification
  - Clean area with soap and water
  - Notify parent and refer to a physician
  - **Ingestion of poisonous substance:**
  - Contact the local poison control center
- **Dental:**
  - Control bleeding
  - Notify parent of injury and remove to a local dentist
- **Seizures:**
  - Remove objects near person
  - Protect head if possible
  - Call 911 and notify the parents
  - Monitor level of consciousness and ABC
- **Diabetic Coma:**
  - Follow parental instructions
  - Give sugar unless unconscious
  - If unconscious call 911
- **Administration of Medications:**
  - See guidelines for administering medications

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Physician's Signature

Date

**Addendum 3****Behavioral Covenant**

*(To be recited at all meetings of the Church Board, Governance Teams, & Committees)*

In our work and conversations as members and friends of First Congregational Church, Branford, we realize that there can be conflict, disagreements, and misunderstandings. We strive to walk hand in hand even though we may not see eye to eye. To maintain clear communication, we covenant together in these guidelines for loving relationships.

~ built upon Colossians 3:12-17, 1 Thessalonians 5:12-26

At First Congregational Church, Branford...

- We seek to communicate clearly, completely, and directly. We offer our opinions with charity and humility.
- We believe the best of each other, and seek to build each other up.
- We respect and honor the office of all ministers, staff members and lay leaders.
- We seek to discover what is best for our church as a whole, not what may be best for us or for some small group in the church.

We accept disagreement and conflict as normal and natural. We will seek to deal constructively with disagreements or conflicts by utilizing one or all of the following

(Based on Matthew 18:15-17):

- Speaking directly with the person with whom there is a disagreement or conflict. Agreeing to a third party to meet with those having conflict.
- Agreeing to meet with an ad hoc committee to work out the disagreement or conflict.
- We believe our commitment to love God and neighbor will keep our church healthy and strong.

Dear Lord: Bless us with your spirit as we gather to do your work here at First Congregational Church, Branford. Remind us that we are all brothers and sisters, that we are your children, and that our interaction is based on mutual respect. We accept that we will have differing viewpoints, but our love and respect for each other will guide our interactions. In your name we pray. Amen.

*Each person in the congregation is authorized to remind each other of our commitment to abide by this covenant whenever we find ourselves in an interaction that does not represent the relational guidelines to which we have agreed.*

**Addendum 4****Conflict of Interest (COI) Policy**

The First Congregational Church of Branford (FCCB) of the United Church of Christ strives to maintain the highest ethical standards in all of its policies, procedures and programs and to avoid any Conflict of Interest (COI). This policy shall apply to all Church Board Officers, Board members, Team members and employees, in furtherance of FCCB business. All persons shall act in good faith and best efforts in all matters relating to their responsibilities to FCCB and shall avoid any conflict of interest. No person shall benefit financially from their relationship with FCCB other than compensation for services approved by the Church Board or through established policy. No person shall accept any favor, gratuity or gift, from any entity doing business with FCCB, made in connection with that person's decision regarding FCCB.

In all dealings with and on behalf of FCCB or any affiliated entity, all Church Board members, Team members or employees (Covered Persons) of FCCB shall be held to a strict rule of honest and fair dealing, and no such person shall use their position, or knowledge gained from their position, in a manner as to create a conflict of interest.

All Covered Persons shall sign and forward the COI Signature Page to the FCCB Board Clerk, immediately following the first Board meeting of the year.

**Why a Conflict-of-Interest Policy?**

Conflict of interest policies seek to work preventatively to show the FCCB members, and general public, that the potentially conflicting interests of the organization are being identified and managed. This can assist FCCB in avoiding potential litigation and other business risks. Common ethical pitfalls - such as nepotism, risky business transactions, and embezzlement – are sadly not uncommon among organizations and can be addressed preemptively by this policy.

For a nonprofit 501(c)(3) organization, it is important to identify conflicts of interest that may occur with board members and employees. Certain relationships and interests that board members and employees have outside of the nonprofit may appear to be conflicts and should be reviewed. The fact that a conflict may exist does not mean that something is amiss. Many conflicts simply need to be reported or can be mitigated easily such as through recusal during a voting or decision process. By reporting all possible conflicts of interest, the Board can be a step ahead in assuring FCCB members, and the general public, of the Boards' trustworthiness, as well as values of transparency, trust, and responsibility for any funds and donations the Board manages.

\*Per FCCB Church Bylaws, Article II, Section 3(m), *approved Jan, 2020*

*Adopt and implement a conflict of interest policy*

**Definition of Conflict of Interest**

A “conflict of interest” is any transaction or relationship that may compromise the ability of a Covered Person to make unbiased and impartial decisions on behalf of FCCB. These transactions or relationships may include, but are not limited to, family relationships, business transactions, professional activities, or personal affiliations.

As a matter of course, Covered Persons shall disclose any potential conflicts of interest. These potential conflicts of interest shall include, but not limited to:

1. A relative who is employed by the church in any capacity
2. A transaction with FCCB for which the person receives compensation
3. An affiliation with another organization which receives donations from FCCB
4. An affiliation with a paid vendor of FCCB

A conflict-of-interest does not necessarily preclude business relationships with FCCB. The following procedure is designed to resolve conflicts of interest whenever a Covered Person, or a Covered Person's family member or related organization, seeks to provide goods or services to FCCB as a paid vendor, or applies to receive a grant or contract from FCCB:

- The Covered Person must promptly disclose the intent to enter into a business relationship with FCCB to the COI Standing Committee.
- The Covered Person must recuse themselves from all information, deliberation, and voting related to the contemplated business relationship.
- FCCB shall activate the COI Standing Committee to investigate alternatives to the proposed existing transaction or arrangement, using reasonable diligence.
- The COI Standing Committee must determine, without the presence or participation of the Covered Person, that the transaction is fair and in the best interests of FCCB.
- If the business relationship is approved, the Covered Person may not participate in any process by which the Covered Person, or their family member or related organization, is evaluated.
- The minutes of the COI Standing Committee meeting considering the transaction shall reflect, at a minimum:
  - The name of the Covered Person and their interest in the proposed business relationship;
  - The extent of the Covered Person's participation in the meeting;

- Any determination as to whether the proposed business relationship was fair and in the best interests of FCCB and the specific reasons for such a determination;
- Whether any alternatives to the proposed business relationship were considered;
- The names of the persons present for discussions and votes relating to the proposed business relationship; and
- A record of any votes taken in connection with the proposed business relationship.

### **COI Standing Committee**

A Standing COI Committee, consisting of 3 Board members, one of whom may be the Moderator-elect, shall be established by the Moderator, annually, to review all COI forms and any conflicts of interest identified. The committee shall communicate the results of those reviews to the Board Moderator and Team Chair involved, and to such person who identified a potential COI. The parties shall work to mitigate said conflicts.

If the COI Standing Committee identifies an actual or potential conflict of interest, it may recommend one of the following actions to resolve the conflict:

- Waive the conflict of interest as unlikely to affect the Covered Person's ability to act in the best interests of FCCB;
- Determine that the Covered Person should be recused from all information, deliberation, and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest.

### **Procedures**

On an annual basis, immediately following the first meeting of the Board, on behalf of the Moderator, the Clerk shall send to each Board member and employee, a copy of this policy regarding Conflict of Interest, together with a Signature Page. This Signature page will ask each Covered person to list any known existing or potential conflicts of interest, and sign the form. The signed Signature page shall be forwarded to the Clerk, who shall assure their safe keeping in the Church office, or through the Church Office Administrator.

It shall be the duty of each Board member and employee to notify the Clerk of any and all changes in the information set forth in the Signature page, or, if in doubt as to whether a Conflict of Interest exists.

The Board Clerk shall forward that information to the COI Standing Committee.

If a conflict of interest arises during a meeting, the person associated with that COI, shall recuse themselves from discussion or voting on that topic, until the COI is resolved by the COI Standing Committee.

If a situation arises where a conflict of interest is in dispute, the matter shall be resolved by the standing COI Committee, along with the Moderator, prior to any action impacted by the stated conflict is taken by the Board or Team involved.

This COI policy is intended to allow as many church members or friends of the church to participate in various capacities and committees of the church without exerting undue influence on any decisions.



**Receipt for Copy of FCCB Conflict of Interest Policy**

adopted, Jan, 2023

Please complete this page and return to the Board Clerk

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Last Name

First Name

Middle Initial

**(Please Print)**

**I acknowledge that I have received a copy of the FCCB Conflict of Interest Policy. I understand it is my responsibility to familiarize myself with its provisions.**

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Signature

Date

**Known or potential Conflicts of Interest:**

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**Groups Associated with FCCB**

The following groups were either created with the support of FCCB and by church members, are fully supported by FCCB as extensions of our church mission, or are Town Committee's that the Church has membership in, as a result of the church's location on the Town Green.

**Asian Rural Institute (ARI)**

*“ARI’s image of a leader is someone who—from his/her own free accord—sheds sweat together with grassroots people who are the foundation of society, and who produces the food that supports life and works in a concrete way to fairly share that food*

*It is a person who gives an unceasing effort so that all people and all beings can use their unique qualities for each other; and as much as possible extend their hidden spirituality and possibilities, and who is indispensable in building a vivid society.”* Rev. Dr. Toshihiro Takami, founder of ARI

Together with Christ, ARI places emphasis on reaching the most marginalized and oppressed peoples in the world, especially women, tribal minorities, and those of so-called “low castes” and “untouchables.”

The ARI community, founded in 1973, is a place where people are committed to learning such a life of service. Members practice daily through taking part in all work: From cleaning toilets and shoveling soil to serving food and listening to others, we do our part so that we can live together.

Through the efforts of Roger Manners, Sr. Minister at FCCB, 1959-1985, a fund was established to provide financial assistance to the Asian Rural Institute. In 1982, Rev. Manners, along with his son John, and church member Colin Gershon, founded The American Friends of the Asian Rural Institute (AFARI). AFARI is now based in Austin, TX.

Leadership at ARI is based on the example of Jesus Christ. He served the sick, poor, and powerless with humility and love. As a servant leader, Jesus willingly took up the work to serve others, beginning with tasks that are most needed or most hated. He set an example of giving up one’s own life so that others can live with dignity and justice.

Learning and training at ARI is based on practical communal life with people from around the world. It makes ARI not just a school but a *Community of Learning*. ARI is dedicated to help rural communities become self-determined and sustainable.

The ARI farm is a self-sufficient system that circulates and integrates all resources. This system of giving, growing and taking life supports what we call Foodlife. The farm, therefore, is not only a place for work but a place to learn all about Foodlife.

ARI uses organic farming methods free of artificial pesticides, herbicides and fertilizers. Strict animal hygiene regulations require us to put several measures in place throughout the year, such as fences, lime, and roofing to prevent the spread of diseases from wild animals.

**AUF, Inc**

(Adopta Una Familia, Inc)

AUF, Inc. is a United States based 501(c)3 organization, formed in 1998 by Linda Smith and her daughter Rev. Erica Thompson. Linda was the FCCB Youth Director at that time. They established Adopta Una Familia as a mission of FCCB to Ecuador, partnering with community leaders in Guayaquil, Ecuador in three key development areas. The goal is to use local and global resources in the most efficient and effective way to promote opportunities for quality housing, education and health. Auf, Inc achieved 501(c)3 status on 2012.

FCCB continues its' support of AUF, Inc through annual charitable donations, awareness campaigns, and Youth Group Mission trips to Guasamo Sur.

Auf, Inc. objectives include improving the safe housing in Guasmo Sur, a barrio in the city of Guayaquil, Ecuador. Created in 1999 as a grass-roots community project in the barrio of Guasmo Sur, AUF began with building bathrooms in families' homes. AUF has since grown into a multi-tiered program that provides housing, education and health to families in Guasmo Sur.

AUF, Inc. provides financial and human resources for participant trips to Ecuador each summer. Volunteers' covenants cover travel expenses and a large portion of the project materials. Volunteers live with host families in Guasmo Sur.

Major goals of AUF, Inc.

- **Plan participant trips focused on strengthening community**
- **Provide educational support to foster youth leaders**
- **Promote individual and community health**

AUF, Inc. works with the Ecuadorian non-profit, Mi Cometa, and provide grants so that they may hire local community experts, project managers, and trades people to partner with AUF, Inc. Ecuadorian leaders to plan and complete community projects. Additional programming provides scholarship opportunities for local youths to attend primary and secondary school in Guasmo Sur. In addition, AUF, Inc. provides financial resources for the development and implementation of a yearlong tutoring program for students receiving scholarships. These financial resources include funding for local teachers for the tutoring program, sponsoring summer interns, and materials for running the tutoring program's activities. Participating students are exposed to multiple content areas not included in their schools, including health, poetry, astronomy, cooking, cultural awareness, human rights, leadership and critical thinking, and history.

A third area of AUF, Inc. programming is improving health care in Guasmo Sur. Comprehensive dental care for families is provided through dental mission trips.

AUF, Inc. collaborates with dental professionals from the Guasmo Sur community, as well as from United States' dental schools, to provide continued services. Diabetes support, health teaching and collaboration with community health professionals are also part of AUF's health programming. Other health related programs include music therapy, senior movement and yoga, and a women's knitting group.

The Center Cemetery was owned by the First Congregational Church when the town was settled in 1644. At the time, the Church and town were one and the same. It is the current Boards' understanding that when other churches formed in town, the Center Cemetery was turned over tho the town.

The original records for Center Cemetery are in the State Library in Hartford. There are copies in our FCCB archives, but unfortunately, they are mostly unreadable.

Membership on the Board of Directors of the Branford Cemetery Association (which includes Center Cemetery and Mill Plain Cemetery) is restricted to those who own a plot in either cemetery. Currently FCCB has 5 members, and other members of the community hold the five other positions, including the Town Historian.

**Branford Builds**

Branford Builds consists of a group of experienced volunteers and home improvement contractors who make needed repairs to the homes of Branford homeowners who have limited resources and/or abilities to make the repairs themselves. Such work may include, but is not limited to, yard work/debris removal; exterior painting; wheelchair ramps built or repaired; roof repairs; and decks, porches, steps, or railings repaired.

Applications for assistance are accepted year- round. Submission of an application does not guarantee that the work will be done. Each application is reviewed and a site visit conducted prior to taking on a project. A decision will then be made after considering the complexity of the project, the labor availability, and budget.



**Branford Green Committee**

The Branford Green Committee's purpose is to advise the Board of Selectman "regarding the preservation and maintenance of the flora located on the Town Green". It is required to submit an annual report summarizing its' activities each year.

The Committee is comprised of nine members, all residents of Branford, CT, and all appointed by the Board of Selectman.

- Three members, one from **each church** on the Town Green
- One member from the Branford Historical Society
- One member from the Academy on the Green
- One member from the Branford Garden Club
- One member from the Shoreline Chamber of Commerce
- Two members at large, recommended by the Branford Green Committee

The terms of office are three years, with three members appointed annually in the month of June. In the event of a vacancy in the term of any member, the Board of Selectmen shall appoint a successor to serve for the balance of the term vacated.

All terms of office shall be effective June 1 in any year.

As part of its' annual report, the Green Committee keeps an inventory of the trees on the green. (revised April, 2022) The most up to date version of the map can be found via this link:

[https://www.branford-ct.gov/sites/default/files/field/files-docs/town\\_tree\\_map\\_2022\\_-\\_compressed.pdf](https://www.branford-ct.gov/sites/default/files/field/files-docs/town_tree_map_2022_-_compressed.pdf)

**BRIC****(Branford Interfaith Housing Coalition)**

Management and oversight of a low to moderate income apartment complex consisting of 5 buildings (29 units) located at 142-190 Ivy Street, Branford, Connecticut. During the year ended June 30, 2018, the organization completed a major renovation of the properties.

BRIC's mission is to 'reduce homelessness by increasing the supply of attractive, affordable, well manages housing at various location in Branford, CT.'

Branford Interfaith Housing Corp (BRIC) was founded in 1988, and is located at 303 Pine Orchard Rd in Branford, CT. It employs 5 employees. BRIC is managed by a Board of 13 members, who come from a variety of faith communities in Branford, CT.

## **Camp Totokett**

During a Lenten Supper in 1995, the Church showed a video about a book called *Children Orphaned by AIDS*. The video ended with a scene of young kids on beach sending out their wishes on little boats, with candles, into the water. Some of the children were from CT. This took place in MN. Barbara Colley said "...too bad they have to go all the way to MN..." The rest is history. Our Minister at the time said "we can have a camp in Branford, and I can be Dir." This percolated over the next year, and Camp Totoket was born in the Summer, 1996.

The FCCB group engaged local Branford and New Haven people, Pat Andriole, Rev Curtis Colfield, wife Elsie, Janice Gruendel (author of book), Ed Ochman, Margret Hofmeister, Harriet Welch Susan Craig. and others.

Funding came from a grant from Community Foundation of Greater New Haven and FCCB. Organizers got some local high schoolers to serve as Mentors, and New Haven parents to send their kids. That first year Camp Totokett had 35 high school mentors and 35 kids affected by AIDS from New Haven. This made the structure 'one on one', which is still the basis for the camper-mentor relationship today. This was a key to Camp Totokett success. Every camper and every mentor were fully engaged – one on one. Serendipity!!

The present Camp Director Tim Dinneen and Associate Camp Director Hailey Nelson, joined as volunteers 2002 and 2012, respectively. Tim was volunteer in high school, went to college with a focus on missions, and has never left Camp Totoket., becoming full Director in 2019. Hailey started as a mentor in high school, becoming a Group Leader, then Camp Administrator in 2018. She took on her current role in 2021. Hailey has a passion for Camp Totokett, which has been very important in her life.

It is fair to say that both Tim and Hailey are where they are in life today in large part because of their engagement with Camp Totokett.

**The Child Development Center of**  
**The First Congregational Church of Branford, Inc**  
**("CDC")**

**(See also Mandana Armstrong Nursery School)**

The CDC was incorporated as a Connecticut Nonstock Corporation on September 3, 1991. At the time of the incorporation, the CDC assumed operation of the nursery school and day care programs of the First Congregational Church of Branford ("Church"). Prior to incorporation of the CDC, the nursery program had been known as the Mandana Armstrong Nursery School from 1964 until 1991. The day care program had been organized by the Church in 1990.

On August 16, 1992, the Internal Revenue Service issued a determination letter recognizing the CDC as a public charity under sections 501(c)(3) and 509 (a)(3) of the Internal Revenue Code of 1986, effective September 3, 1991.

**MEMBERSHIP**

Under the 1991 Certificate of Incorporation, the active and affiliate members of the Church constitute the membership of the CDC. The membership of the CDC meets immediately after the Annual Meeting of the Church.

**BOARD OF DIRECTORS**

Under the 1991 CDC By-laws, the Board of Directors of the CDC consists of six (6) elected directors, one (1) appointed director, and two (2) ex-officio directors.

The elected members of the Board of Directors are divided into three classes of two (2) each for three (3) year terms. Each year two (2) directors are elected at the annual CDC membership meeting. Directors may only serve a maximum of two (2) consecutive three (3) year terms. All elected directors must be either active or affiliate members of the Church.

The appointed director is an active or affiliate member of the Christian Education Board to serve a one-year term. The appointed director is selected by the Christian Education Board.

The ex-officio directors are (a) the Senior Minister of the Church, or if he or she decides, the Associate-Minister and (b) the Executive Director of the CDC.

**OFFICERS**

Under the 1991 CDC By-laws, the CDC officers are the President, Vice-President, Secretary and Treasurer. The President and Vice-President must come from the elected directors. The Secretary and Treasurer must be directors, elected or otherwise. Elected directors serve for one- year terms. The Board of directors elect all officers.

The initial members of the CDC Board of Directors were Janice Geier, Mary Lou Welch, Kay Melillo, Fred Cotton, Rev. Gary Smith, Nancy Boyles, Bruce Haffty, Paul D'Amico and Jeanne Williams.

The initial officers of the CDC in 1991 were Janice Geier, President, Mary Lou Welch, Vice- President, Fred Cotton, Treasurer, and Kay Melillo, Secretary.

**IRIS****(Integrated Refugee and Immigration Services)**

The Refugee Welcome Committee, formed in ????, was composed of FCCB members, and aided by other Branford residents. We worked under the auspices of IRIS, and welcomed two families from Afghanistan to Branford (and the USA!). We also worked with a family from central Africa who had previously moved to Branford. In summary, our church was instrumental in welcoming a mother with twins who turned five the day after they arrived in Branford; a couple who had aided US forces in Afghanistan; and a family with three, then four, now five children who escaped horrific violence in Africa (the father had been shot!).

There had been an earlier refugee settlement committee, and there is a new one now—with FCCB members involved in each.

Refugee families come to the U.S. with virtually no material possessions. They have lost homes, friends, family, country, culture, and jobs. Most do not speak any English. They have no income, and many are victims of trauma, with physical or mental health needs. As great as their initial needs are, their potential to enrich our community is even greater.

Asylum seekers, asylees, and other immigrant families who seek assistance stabilizing their family situation often have many of the same needs as refugees coming from overseas. However, since they are already in the U.S., it is often the case that they have some limited resources or extended support network that can be built upon with the help of IRIS.

IRIS provides targeted wrap-around services for all clients, using a strength-based assessment model, that offers long-term support for successful integration.

**IRIS services include:**

Basic Needs

Case Management

Health and Wellness Support

Employee Assistance

English Instruction

Immigration Legal Services

Education and Youth Services  
Additional Education

Services for Undocumented Neighbors

KPDC began as Vacation Bible School (VBS), in the early 1960's, by Joyce Bradley. She handed over leadership to Carol Hoadley, in the early 1970's, and in 1975 Carol became the first licensed Director of VBS. In 1973, there were 42 5<sup>th</sup> grade children, and probably over 200 children in the 1 week of VBS!

In 2019, under the leadership of Kathy Fox and Betsy Hyde, KPDC was reorganized, and plans were made to expand to 4 weeks. Dawn Perrotti was hired for the 2020 KPDC sessions. Due to COVID-19, KPDC was cancelled in 2020.

Kathy and Betsy again approached Church Council in 2021, and funds were granted for the 2022 sessions. KPDC now falls under the Discipleship Team, and is fully operational under the leadership of Dawn, with just under 400 campers (ages 5-15) and more than 20 Counselors over the 4 weeks of KPDC.

Additionally, KPDC, at the request of CT DCF, ran a 1-day camp for children separated from their siblings. This was funded by DCF, and was very successful.



**Mandana Armstrong Nursery School**

In 1964, Mandana Armstrong called Nancy Kahl about her desire to start a Nursery School. They worked on the idea, with Nancy becoming the Director, and Jan Geier the Assistant Director. Teachers were Mary Lou Welch, Jean Ailes, Dana Hopper, Betsy Manners, Jean Weber, Barbara Morris, Joyce Bradley, Nancy Jones. They started with 7 teachers. 3-year-old children came 2 days a week, 4-year-old children came 3 days a week.

They wanted a play yard, so they had to go to Town Hall to install a door (in the Blue Room), so they would not have to go through the building to get there. They needed Town approval since it was on Town property. The agreement stated it would be removed once they no longer had a Nursery School (CDC continues under that approval). They also did not meet on Wednesday, as the Comfortable Society met in the Pine Room, and wanted the Nursery School to 'tone down' on Wednesday, so they came up with a phrase 'Never on Wednesday', and never met on Wednesday! They then added more space moving into the Music Room, next to the Pine Room to add more activities.

CDC teachers met every summer (they made home visits) with their students (each teacher had about 7-8 students, and were church members) so the children would know who their teacher was going to be in the Fall.

Dana Hopper (Mandana's daughter), was a teacher in the 3-year-old class, with Nancy Kahl. She developed a rope, with handles, so they could walk the children safely outside, before they had a play yard. They would use that rope to walk the children around town. That technique is still used today.

On Mother's Day, Dana would make a black and white silhouette portrait of each student for their mother. They used the kitchen to cook gingerbread, cookies, took trips to the library for storytelling, offered scholarships to students who needed them – very active and engaged group.

In 1987-88, the Sr Minister asked Jan Geier (Jan has retired in 1981) and Kate Melillo, to look into a Day Care. They had to gain approval from the Church Council (Joe Buza) and do some fundraising. This was completed with the incorporation of the CDC in 1991.