

Faith Presbyterian Church Policies and Procedures Manual

CHAPTER IV – ORGANIZATION AND STRUCTURE

A. PROCEDURE FOR NOMINATION AND ELECTION OF OFFICERS

The congregation shall observe the following procedure for nominating and electing elders and deacons from among its members to serve actively on the session and diaconate.

1. Formation of a Congregational Nominating Committee:

In December of each year the Session shall form a Congregational Nominating Committee which shall be representative of the active members of the church, and shall include both women and men, giving fair representation to persons of all age groups and of all racial ethnic members of the congregation. The session shall elect two elders for this committee, one of whom must be currently on the session and shall serve as moderator of the Nominating Committee. One member designated by and from the Board of Deacons shall serve on this committee, one by and from the Youth Fellowship, and four or five by and from the congregation at large. A slate of candidates for the “at-large” Nominating Committee members will be drawn up by an ad hoc committee of Session appointed by the moderator and approved by the Session. This list will be presented at a congregational meeting for election. Prior public notice of such meeting shall be provided on two successive Sundays. Additional nominations for the “at-large” Committee members may be made at the congregational meeting, providing their willingness to serve has been ascertained in advance. No representative from the congregation or youth fellowship may be in active service as an elder or deacon.

The committee shall be chosen annually and no member shall serve more than three years consecutively. (See BO G-14.0201b)

Duties:

The principal duty of the Nominating Committee is to bring to the congregation by October of each year a slate of nominations equal to the number of elders and deacons to be elected. Other duties may be assigned by the session, providing they are accepted by this committee.

Meetings:

Meetings shall be at the discretion of this committee.

2. Procedure for the Selection of Nominees by the Nomination Committee

When organized the committee and its individual members shall:

- Learn the qualifications for each office as set forth in the Book of Order,
- Identify the specific leadership needs anticipated by the session and Board of Deacons.
- Seek to enlist the talent and wisdom of all ages, utilizing a blend of both youth and age.

In selecting nominees for offices:

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All confirmed members in good standing who have been members of Faith Presbyterian Church for one year are eligible for consideration by the Nominating Committee with these exceptions:

Members of the Nominating Committee, their spouses, parents, and children, as well as spouses, parents, and children of staff members are ineligible for nomination. A person who has served a full term as an officer must remain inactive for at least one year before he/she may be nominated again. Faithfulness in attendance at services of the church will be a consideration for nomination.

Only persons who have manifested willingness to render service in the church and have demonstrated that willingness should be considered. No two persons from the same family shall serve simultaneously. Thus, if a member of a family is already serving either on the session or on the Board of Deacons, another person from that family would not be nominated for the session or the Board of Deacons.

The person nominated must express a willingness to serve. The Nominating Committee shall seek nominations from the congregation at large.

3. Presentation of Nominations

In October, after the committee has nominated men and women from among the active members, giving fair representation to persons of all ages and to all racial ethnic members of the congregation, and contacted nominees to ascertain their willingness to serve, it shall finally present a slate of nominations to the congregation at a meeting of the congregation called by the session to meet in November. Prior public notice of such meeting shall be provided on two successive Sundays. The slate presented to the congregation shall consist of eight nominees for the office of elder and eight nominees for the office of deacon. Each officer shall serve a term of three years. In addition, the committee shall present the name of one nominee under the age of 25 for the office of elder and one nominee under the age of 25 for the office of deacon; said persons to be elected for terms of one year and shall be eligible for reelection not more than two times if they continue to meet the requirements of BO G-14.0201a.

The congregation shall have the opportunity to make nominations from the floor if the consent of each nominee has been secured before the name is placed in nomination.

4. Procedure for Conducting Elections

Election of elders and deacons shall be by written ballot or by voice acclamation, at the discretion of the church Moderator.

The moderator of the congregational meeting shall appoint active elders to receive and count the ballots.

The moderator of the Management Committee shall serve as head teller, determine whether recounts or second ballots are necessary, notify the moderator as to election of nominees, and appoint an elder to speak immediately with each nominee following elections.

The eight nominees receiving the highest number of votes for elder and the eight nominees receiving the highest number of votes for deacon shall be declared elected

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provided that each has received a simple majority of ballots cast when a quorum of the congregation is present. The same provisions shall apply for electing one elder under 25 and one deacon under 25 years of age.

In the event that a second ballot is necessary, the vote shall be taken at a congregational meeting the following Sunday. During the week members of the congregation shall receive from the moderator of the Management Committee written notice of officers elected and of nominees appearing on the second ballot.

Adopted January, 1992, Reviewed August 2001, Revised May 2005

B. SESSION

Elder Selection and Term

The Faith Session shall consist of 24 serving Elders. There shall be three classes of 8 serving Elders, staggered at one year intervals and one elder under 25 years of age serving a one year term. The term for all other serving Elder shall be three (3) years. Each year, the oldest class of serving Elders shall depart the Session and a new class shall be installed.

Elder Training

Training of an incoming class of serving Elders shall be the responsibility of the Senior Pastor. A copy of the Book of Confessions and the Book of Order shall be provide to each incoming Elder. A copy of these Policies and Procedures shall also be provided.

Elder Responsibilities

Church Elders are responsible for the leadership of the congregation, the orderly administration of Church functions and activities; and establishing the policies and procedures for the Church. This shall include attendance at worship services, Session meetings, church school and upon request of the Moderator; accepting appointment to a standing committee and serving a full term; serving as Moderator of a standing committee, when required; preparing for Session meetings through study and prayerful consideration; reaching policy decisions on issues that affect the congregation and church; and supporting the overall well-being of Faith and its congregation. Elders should also consider service to their presbytery by serving as Commissioners at quarterly and special meetings or serving on presbytery committees. Elders should also follow the duties as specified in the Book of Order G-6.0302 (Government Responsibilities); G-6.0303 (Gifts and Requirements); and G-6.0304 (Specific Responsibilities)

Clerk of the Session Position Description

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- a) The clerk is nominated by the moderator and elected annually by the session at its first meeting after installation of a new class of elders.
- b) The clerk should have a thorough knowledge of the polity of the PCUSA as found in the Book of Order. In addition the clerk should understand the responsibilities assigned to the pastors, staff, elders, deacons and committees/boards of this congregation as found in this Policies and Procedures Manual. He/she can also benefit from the news magazines of the denomination which give information on current developments in the church at large.
- c) The clerk is responsible for the preservation of all minutes and official records of the session, including minutes of the meetings of the session, the board of deacons, the congregation and the Board of Trustees. He/she is also responsible for maintaining records of baptized, active, inactive and affiliate members, as well as registers of marriages, baptisms, elders, deacons and pastors as stated in BO G-10.0300-10.0302 and G-9.0203. The clerk shall work with church staff to ensure these responsibilities are fulfilled. The PCUSA uses Robert's Rules of Order Newly Revised and pp.389-395 give information on minutes.

d) **PRIMARY AREAS OF RESPONSIBILITIES**

- 1. Takes minutes at all stated and special meetings of the session as well as joint meetings with the board of deacons and as soon as possible after the meeting ensure distribution to pastors, staff and officers.
- 2. Serves as secretary of congregational meetings and sees that minutes are signed by the moderator and secretary and entered into the session book. (BO G-7.0307)
- 3. Receives letters written to the session and responds as it directs.
- 4. Recruits annually volunteers from within the session to give the devotions at stated meetings and gives the names to the executive secretary.
- 5. Assists Management Committee in preparing and presenting an annual report from the session to the congregation.
- 6. Prepares session books and records for examination by presbytery.
- 7. Checks frequently the sheet in the front of the current session book entitled "Review of Sessional Minutes and Records for the Year XXXX" to see that all necessary records are being kept for annual review by presbytery including:
 - a. An annual report from the Board of Trustees written by its secretary (BO G-10.0301).
 - b. An annual report from the session on its composition "with regard to racial ethnic members, women, men and age groups and how this corresponds to the composition of the congregation" written by the clerk. (BO G-10.0301)
 - c. Reports of Joint meetings of elders and deacons.
- 8. Works with the moderator to ensure proper calling of and public notice of all congregational meetings.

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9. Receives from presbytery materials relating to its meeting, places on the agenda the election of commissioners and alternates and distributes necessary materials to commissioners.
10. Works with executive secretary to see that members are notified of all session meetings and receives requests for excused absences.
11. Supervises preparation of annual report to the General Assembly and is responsible for its mailing at the requested time.
12. Gives to the executive secretary all changes made by the session for the Policies and Procedures Manual.
13. Serves as president of the corporation.
14. When requested, the clerk assists the moderator in:
 - a. Presenting new members to the congregation.
 - b. Preparing the agenda for session meeting.
 - c. Checking the list of newly elected officers to be ordained and installed before publication in the bulletin.
 - d. Preparing agenda for congregational meetings.
 - e. Collecting committee reports for session meetings.
 - f. Calling annual meeting of the corporation.
 - g. Requesting commissioners to report on meetings of presbytery.
 - h. Other matters at the discretion of the moderator.

EVENTS CALENDER FOR THE CLERK OF SESSION

Monthly:

Meetings held on 4th Sunday. New members at 10:30, Session at 11:30. Assist Senior Pastor in checking minutes of previous meeting to see if any items were carried over for action at current meeting. Include on agenda.

January:

Record:

- Approval of statistical reports.
- Receipt of report from trustees.
- Composition of Session as required by B.O.

February:

Record:

- Election of Clerk, Treasurer and Corporate Officers
- Give to Senior Pastor's Secretary Names of volunteers for monthly devotions for the year (omitting July)
- Record report from commissioners to Presbytery.
- Establish dates for session meetings for the coming year.

March:

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Recruit commissioners for spring Presbytery meeting in May.
Election of Elders to Nominating Committee. If members of Nominating Committee from congregation cannot be elected at annual meeting, call a meeting of congregation for that purpose. Be sure that later somewhere in the minutes the names of all members of Nominating Committee are recorded.

May:
Record report from commissioners to Presbytery.

June:
Record report on audit.
Make sure Deacons are invited to joint meeting of session and diaconate.

August:
Recruit commissioners for fall Presbytery meeting in October.

October:
Set date for congregational meeting to elect officers.
Record report from commissioners to Presbytery

December:
Begin to prepare annual report to the congregation to be given at the annual congregational meeting. Ask Session for suggestions and notify staff that report is being prepared. Get their reports.
Begin to prepare statistical report to Presbytery for General Assembly. (Membership secretary and financial secretary compile statistics). Associate Minister will help with Clerk's part.
Record copy of budget and its approval.
Set time for annual meeting of congregation and corporation.

Revised August 2001, Reviewed April 2005

Session Administration/Staff Responsibilities

a) Meetings

- Generally, the Faith Session meets regularly on the fourth Sunday of each month after the 10:30 am worship service. This date may be changed to accommodate holidays or other circumstances.
- Called meetings of the Session may be properly noticed and conducted, from time to time, as needed.

b) Maintaining Permanent Session Book

NOTE: All hardbound books and additional pages are purchased from Presbyterian Publishing House.

- Upon receipt of any Session minutes from the Clerk, enter into the Church server and return a hard copy to the Clerk for proofing prior to making final copies.

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- ❑ All stated Session minutes shall include the Senior Pastor's report.
- ❑ When all corrections have been made, print a final copy of stated and special minutes, ministers' report, financial report and any other reports as included in the minutes on the permanent pages for the hardbound Session book. Note: Board of Deacons and corporate minutes are not placed in the permanent Session book, but are kept on file. Minutes of joint Session/Diaconate meetings and congregational meetings are placed in their designated areas in the permanent Session book.
- ❑ Staff shall obtain all necessary signatures on each report in the permanent book BEFORE the review by the Presbytery.

Revised April 1991, Revised May 2005, Updated May 2007, Updated March 2016

C. DIACONATE

1. Deacon Selection and Term

The Faith Diaconate shall consist of 24 serving Deacons. There shall be three classes of 8 serving Deacons, staggered at one year intervals. The term for a serving Deacon shall be three (3) years. Each year, the oldest class of serving Deacons shall depart the Diaconate and a new class shall be installed.

2. Deacon Training

Training of an incoming class of 8 serving Deacons shall be the responsibility of the Pastor. A copy of the Book of Confessions and the Book of Order shall be provided to each incoming Deacon. A copy of these Policies and Procedures shall also be provided. The following information is taken from the Deacons Officer Training Manual and all footnotes refer back to this document:

Revised – May 2007

All About Deacons

a. Deacons in the Bible

i. About the word “deacon,” or “diakonos” in the Bible

1. A literal servant
 - Who waits on tables
 - Who serves the king
2. A servant of God, in ministry (metaphorical, by Jesus)
3. A specific office in the church (by Paul)

ii. How the Office Got Started, and the First Deacons *Act 6:1-7*

¹Now during those days, when the disciples were increasing in number, the Hellenists complained against the Hebrews because their widows were being neglected in the daily distribution of food. ²And the twelve called together the whole community of the disciples and said, “It is not right that we should neglect the word of God in order to wait on tables. ³Therefore, friends, select from among yourselves seven men of good standing, full of the Spirit and of wisdom, whom we may appoint to this task, ⁴while we, for our part, will devote ourselves to prayer and to serving the word.” ⁵What they said pleased the whole community, and they chose Stephen, a man full of faith and the Holy Spirit, together with Philip, Prochorus, Nicanor, Timon, Parmenas, and Nicolaus, a proselyte of Antioch. ⁶They had these men stand before the apostles, who prayed and laid their hands on them.

⁷The word of God continued to spread; the number of the disciples increased greatly in Jerusalem, and a great many of the priests became obedient to the faith.

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iii. Qualifications for the Office of Deacon

The office became recognized as “helper” along with “overseers” (elders) *Phil 1:1*
¹Paul and Timothy, servants of Christ Jesus, To all the saints in Christ Jesus who are in Philippi, with the bishops and deacons:

Written by Paul in *I Timothy 3:8-15*

⁸ Deacons likewise must be serious, not double-tongued, not indulging in much wine, not greedy for money; ⁹ they must hold fast to the mystery of the faith with a clear conscience. ¹⁰ And let them first be tested; then, if they prove themselves blameless, let them serve as deacons. ¹¹ Women likewise must be serious, not slanderers, but temperate, faithful in all things. ¹² ... and let them manage their children and their households well; ¹³ for those who serve well as deacons gain a good standing for themselves and great boldness in the faith that is in Christ Jesus.

¹⁴ I hope to come to you soon, but I am writing these instructions to you so that, ¹⁵ if I am delayed, you may know how one ought to behave in the household of God, which is the church of the living God, the pillar and bulwark of the truth.

iv. Women as Deacons

Instructed in *I Timothy 3:11*

¹¹ Women likewise must be serious, not slanderers, but temperate, faithful in all things.

Phoebe was a well-known deacon in Paul’s day *Romans 16:1-2*

¹I commend to you our sister Phoebe, a deacon of the church at Cenchreae, ² so that you may welcome her in the Lord as is fitting for the saints, and help her in whatever she may require from you, for she has been a benefactor of many and of myself as well.

b. Deacons in the Presbyterian Church (USA)

i. History: Identified as an Office by John Calvin - Along with minister of the Word, Elders and doctors.

1560 – Presbyterians in Scotland provided for the office of deacon.

In 1858, the Rev. James B. Ramsey argued for the office of deacon: Beyond the church’s obligation to care for the poor, there is the issue of our unity in Christ, “We are all one body in Christ, and every member one of another...whether one member suffers, all the members suffer with it.”

ii. The Ministry and Responsibilities of Deacons (Book of Order, G-6.0400)

The office of deacon as set forth in Scripture is one of **sympathy, witness, and service after the example of Jesus Christ**. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies and sound judgment should be chose for this office. It is the **duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith.**

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They shall assume such other duties as may be delegated to them from time to time by the Session.

This is a distinctive office, and deacons bear gifts specific to it. Some call the deacons the “muscle” or “brawn” of the church because they are active in implementing a caring ministry. Deacons are not “junior elders.”

iii. Organizational Details

1. Organized as a board, with a moderator and secretary;
2. Supervised by Session; records must be submitted annually;
3. Must meet at least quarterly, and annually with Session;
4. Deacons may serve on committees;
5. By a majority vote, a congregational may elect to not use this office - *but Session must then assume the function of the deacons;*
6. Maximums: a three-year term, and two consecutive terms without a year off; *Faith policy: One year off between terms;*
7. Three classes of relatively equal size;
8. A perpetual office.

iv. Constitutional Questions Specific to Ordination and Installation of Deacons

- Will you be a faithful deacon, teaching charity, urging concern, and directing the people’s help to the friendless and those in need?
- In your ministry, will you try to show the love and justice of Jesus Christ?

c. Deacons at Faith

- i. **The Board of Deacons is Organized into TEAMS – T**o **E**ach **A** **M**inistry. In order to free deacons to be “doing” rather than sitting in meetings.

The task forces are:

Events

1. Jubilee/Fall Festival
2. Service of Remembrance
3. Meals on Wheels
4. Crop Walk
5. Habitat for Humanity
6. Angel Tree
7. Easter Sunrise Service/Breakfast
8. Boys & Girls Club Tennis Event

Ongoing Ministries

9. Van Service
10. Flower Ministry
11. Friendship Connection (Visitation to shut-ins)

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12. Hospital Visitation
13. Fellowship Meals (Wednesday evenings, Fourth Sunday luncheon)
14. Sports Teams
15. Martha Ministry/Bereavement Meals
16. Shelter Meals

Community Liaison Ministries

17. Second Harvest Food Bank
18. Good New Ministries
19. Lutheran Social Services – Inn Between House
20. Red Cross
21. Catholic Social Services
22. Pregnancy Help Information
23. Boy Scout Troop
24. Grace Episcopal Mission
25. Ministerial Benevolence – *administered by pastors*

- Summer Fellowship Outings & Ice Cream Social/Faith Outdoors
- **Benevolences/Missions Fair**

ii. Deacons Disperse Benevolent Funds – Recipients are reflected, for the most part, in the ministries listed above.

iii. Organizational Details of the Diaconate

1. Moderator, Vice Moderator, and Secretary Moderator
2. Meets on the second Sunday of each month after 10:30 service
3. Task forces meet as needed.

YEARLY EVENTS

JUBILEE/FALL FESTIVAL (October) Annual Jubilee hosted by the Diaconate; all deacons participate. This team organizes food, entertainment, set-up, clean-up, publicity. Children and Families Committee share responsibility with Deacons for this event.

1. Arrange meal, including:
 - A. Set-up
 - B. Clean up
 - C. Food
 2. Promote event/publicity
 3. Arrange for entertainment and recreation including:
 - A. Payment
 - B. Set up
 - C. Clean up
 4. Jubilee Committees
- Food**
- ✓ Establish menu
 - ✓ Purchase food

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- ✓ Food runners and servers
- ✓ Set up food line tables
- ✓ Set up drinks and prep
- ✓ Purchase paper goods/cutlery, if needed
- ✓ Clean up
- ✓ Deliver leftover food to shelter
- ✓ Have rainy day plan

Activities

- ✓ Determine what activities will be
- ✓ Reserve Fun machines and/or any other activity
- ✓ Have rainy day plan (do we get deposits back if we cancel due to weather?)
- ✓ Activity directors/workers (maybe in shifts)
- ✓ Obtain all equipment/materials for activities
- ✓ Clean up

Entertainment/Music/Program

- ✓ Determine what entertainment will be (local high school groups, summer musical cast, musicians in the church, CD, etc.)
- ✓ Determine schedule for event and emcee for event (blessing, when to eat, etc.)
- ✓ Set up microphone for use inside and possibly outside, if needed.
- ✓ Clean up
- ✓ Have rainy day plan

Public Relations/Advertising

- ✓ Minute for Mission one month prior and one week prior
- ✓ Bulletin announcement to run 3 weeks prior (weekly)
- ✓ Announcement for worship service 2 weeks prior
- ✓ Item for newsletter (check schedule and submit on time)
- ✓ Posters on doors throughout church and/or bulletin board
- ✓ Mail out post cards to church and preschool families
- ✓ Clean up (remove all posters after the event)

Decorations

- ✓ Banner (Do we have one?)
- ✓ Decorate Gazebo and outside (crepe paper, bales of hay, etc.)
- ✓ Table clothes for inside and table decorations..
- ✓ Balloons, flags, posters to give directions
- ✓ Name tags
- ✓ Clean up

Set-up/Clean up and Budget

- ✓ Determine if tent, table and chairs need to be rented
- ✓ Meet tent people day before for set up
- ✓ Set up tables and chairs day before
- ✓ Look at budget and determine if we need more money

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- ✓ Trash cans (have extra bags?)
- ✓ Ant poison needed?
- ✓ Have a rainy day plan
- ✓ Clean up
- ✓ Check with Church Administrator regarding the prior year budget

HABITAT FOR HUMANITY This team coordinates Faith's building of a Habitat House in the spring. The team begins meeting in mid-fall and plans for fundraising as well as the recruitment and scheduling of work teams.

1. Serve on the planning committee as FPC representative
2. Recruit volunteers to work on projects
3. Publicize activities to congregation
4. Lead congregation in financial giving to Habitat, with Session approval

SERVICE OF REMEMBRANCE A special evening service is held on the first Sunday in December for those who have lost a loved one. This team publicizes the service, sends invitations to those bereaved in the previous year, purchases ornaments for worshippers, organizes the service and a reception following.

1. Publicize service
2. Send invitations to bereaved members
3. Plan and lead service with pastors
4. Order and give gift ornaments to worshippers at the service
5. Arrange and coordinate reception, including:
 - A. Food
 - B. Set up
 - C. Clean up

EASTER SUNRISE SERVICE

1. Publicize event
2. Arrange for food
3. Recruit volunteers to:
 - A. Set up and break down chairs and other furnishings, including PA system
 - B. Serve Breakfast
 - C. Set up meal
 - D. Clean up after the meal

ANGEL TREE In early December, Faith is provided a list of needy families by school social workers. Tags are made to hang on the angel tree and church families are encouraged to take a tag and purchase gifts for a family. This team liaisons with the

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social workers, prepares the angel tree, publicizes the opportunity to the congregation, and arranges for the collection of gifts at the church and pickup by social workers.

1. Obtain needy family list by mid-November from social workers and other agencies
2. Display tree and have it decorated with tags for each family's need list
3. Record volunteers who select a tag. Must keep this list up to date.
4. Publicize program in a timely manner.
5. Arrange for the collection and distribution of the gifts in coordination with the social workers
6. Express appreciation and thanks

CROP WALK Every year in the fall, a walk is held to raise funds for the Church Rural Overseas Program. Funds are distributed to reputable organizations in the US and internationally. Planning begins at the beginning of September. This team attends the recruiting kick-off, publicizes the opportunity in the church, keeps track of walkers seeking sponsors, and collects funds at the end.

1. Recruit volunteer walkers and set up crew
2. Assign and Collect the pledge envelopes and the funds pledged
3. Turn in money and give an accounting report through the church office
4. Publicize in a timely way
5. Attend the event
6. Attend CROP planning meetings

Other Events:

Boys & Girls Club

Faith Outdoors: This team plans and publicizes fellowship activities for Faith members, such as canoe trips and bike rides, etc.

Person in Charge: (Liaison with Youth & Families)

ONGOING MINISTRIES

HOSPITAL VISITATION Faith members who are hospitalized are visited 6 days a week by other members. This team recruits visitors and schedules them to visit one day a month. Carolyn Brown creates and mails the calendars each month; diaconate recruits volunteers and ensures visits are made.

1. Recruit visitors who can visit one day a month (5 days a week)
2. Communicate names to Carolyn Brown for scheduling
3. Fill vacancies as needed

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FLOWER MINISTRY Flowers from the Sunday Service are taken and divided into smaller arrangements and delivered to those in need of special attention. Especially important is organizing the delivery of leftover Christmas poinsettias and Easter lilies to shut-ins.

1. Divide Sunday flowers after worship according to need
 2. Deliver to sick and shut-ins
 3. Coordinate the delivery of Christmas Poinsettias and Easter Lilies to shut-ins and sick
-

VAN SERVICE TO WESTMINSTER OAKS This team recruits and schedules drivers for the Sunday morning van service to Westminster Oaks for residents who like to attend 10:30 worship.

1. Recruit drivers
 2. Schedule Sunday drivers
 3. Arrange for keys and gassing of the vans with Church Administrator as needed
(Making certain the keys are available and vans are ready to be used)
 4. Send list of van drivers and schedule to Church Administrator
 5. Ensure copies of drivers license for each driver is on file in the Church Administrator office
 6. Handle emergency substitutions
 7. Arrange for special-needs passengers as possible and necessary
-

FELLOWSHIP MEALS This team recruits people to host church fellowship meals, including Wednesday evenings and fourth Sundays.

- 1 Recruit volunteers to host each meal. This includes:
 - A. Set-up – 3 volunteers
 - B. Host & Clean-up – 4 or more volunteers
 - C. Collect money at event – 1 volunteer
 2. Schedule volunteers
 3. Send schedule to volunteers and a copy to Church Administrator
 4. Remind the volunteers 24 hours before event
 5. Handle substitutions as needed
-

TEAM MINISTRY

1. Serve on the TEAM board
2. Chair core TEAM committee at Faith PC, including
 - A. Convene and chair meetings
 - B. Recruit committee members
3. Publicize all TEAM and core TEAM activities

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SHELTER MEALS/GOOD NEWS MINISTRY

1. Recruit, schedule and coordinate volunteers to:
 - A. Help prepare meal at Kearney Community Emergency Center
2650 Municipal Way
Tallahassee, FL 32304
 2. Arrange for the purchase and pick up of the food
 3. Deliver FPC leftovers to shelters
 4. Provide sack lunches and clothing closet
-

MEALS ON WHEELS – MEMORIAL DAY

1. Recruit volunteers, including
 - A. Kitchen workers
 - B. Drivers
 2. Coordinate volunteers on Memorial Day weekend during delivery
 3. Publicize event during April
 4. Plan the event
-

OTHER ONGOING MINISTRIES

MARTHA MINISTRY This team receives referrals from the pastors or requests from members for practical and urgent needs among church members or affiliates (e.g., transportation, baby clothes, subsidy for church meals). The team then gets creative and responds, or arranges for response, to the needs.

1. A need arises and a staff member is made aware of the need.
2. From there, Senior Pastor, Associate Pastor, or Parish Associate contacts the coordinator of Martha Ministry.
3. The coordinator contacts the family directly to ask about needs and details for meeting them. An example of information needed from the phone call: *If they need food, for how many people? When can it be delivered? Will someone be home to receive it? What are directions to your home?* For bereavement meals in particular, it is good to check with Presbyterian Women who may want to be involved; often the church will provide food in the days right after the loss, or as a family meal or reception following the funeral. Please see Appendix B – *Information Sheet*.
4. The coordinator then calls the appropriate Martha Minister deacons to give them the details of the need. She may contact several – for example, *Sue to arrange a bereavement meal, and Cindy to send a prayer card*.
5. The Martha Ministry deacon then pulls out their list of congregational volunteers and recruits people to meet the need. For example, a ham dinner for 12 may be needed. Martha Ministry deacon might contact one person from the list to pick up and deliver a sliced ham, another to make and deliver scalloped potatoes, another to arrange for a cake, etc. *I'm [name] with the Martha Ministry. In the past you've volunteered*

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to help with [bereavement meals]. The Smith family will need supper following Mr. Smith's funeral Thursday. Would you be able to provide a potato dish...etc.

6. It would be helpful if someone could complete the circle by getting back to Eddie or Tamara; we've had a few needs fall through the cracks that we weren't able to catch because we didn't know. Also see Appendix C – *Martha Ministries Checklist for Reception at Church Draft 04/01/06*. Thank you!

BEREAVEMENT MEALS: Meals are offered to church members who have experienced the death of a family member, often on the day of the funeral. The deacons' liaison with the Presbyterian Women circles as well to coordinate care. This team recruits people to contribute to such meals, and coordinates and communicates between those involved. Please see Appendix A - *Death of Faith Presbyterian Church or a Family Member of Faith Presbyterian Church Member – Funeral Reception and Bereavement Meals Policy*

SPORTS TEAMS: This team organizes Faith's softball and basketball teams and recruits coaches. It also arranges for church publicity of the teams' news, and liaisons with the Department of Parks and Recreation.

COMMUNITY LIAISON MINISTRIES

Serve as link between our church and the organization – all nine organizations. See Appendix F -Community Liaison Information Form.

1. Contact and introduce self as church representative
2. Attend an event or meeting to learn about ministry
3. Maintain and update file on the particular ministry
4. Ensure we are on the organizations' mailing list
5. Report regularly to Deacons regarding activities
6. Research and recommend contributions as needed from the Deacons budget, especially during budgeting process

SCOUT LIAISON Keeps in contact with Faith's troop, especially insuring the scheduling of a service annually in which the troop is recognized and/or participates.

1. Contact and introduce self to the Scout leaders
2. Schedule and plan with pastor and Scout leaders the Annual Recognition Service
3. Make other arrangements with the church as necessary

PREGNANCY HELP INFORMATION provides counseling and baby clothes, etc., and other practical support to pregnant women.

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GRACE EPISCOPAL MISSION provides food, clothing and spiritual worship and counseling to those in need.

LUTHERAN SOCIAL SERVICES (INN BETWEEN) Provides or arranges for counseling and transitional housing for families in need.

RED CROSS Disaster assistance, training programs, and a multitude of services in the community.

SECOND HARVEST Collects perishable and nonperishable food from local grocery stores, restaurants, and distributes to aid agencies.

CATHOLIC CHARITIES/ CHRISTMAS CONNECTION

Rewritten and replaced - May 2007, Revised Sept 2015; Revised March 2016

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D. STANDING COMMITTEE STRUCTURE

1) The following standing Sessional committees and boards will be responsible for the work of the Session, except for those matters which must be dealt with by the Session as a committee of the whole:

- Committee on Adults and Families
- Committee on Buildings and Grounds
- Committee on Children and Families
- Committee on Stewardship
- Committee on Evangelism
- Committee on Finance
- Committee on Management
- Committee on Personnel
- Committee on Witness
- Committee on Worship/Music
- Committee on Youth and Families
- Faith Pre-School Board

And the following organizations that directly support Faith's mission:

- Stephen Ministers
- Presbyterian Women

Each Sessional committee will be responsible for the execution of the responsibilities assigned to it by the Session and may organize standing and/or ad hoc subcommittees to accomplish the work of the Session.

The Moderator will appoint Elders to sessional committees. The Board of Deacons will appoint Deacons to serve on standing committees. The Moderator shall also select the Moderator and Vice Moderator for each sessional committee, who will in turn select other members of the committee from the congregation at-large. Each sessional committee should have a minimum of nine (9) members, serving in three staggered classes of at least three (3) members each. Committee class terms are generally three (3) years, but may vary at the discretion of the committee Moderator.

The Moderator and Vice Moderator of each sessional committee and board will be members of the Session. The Moderator and Vice Moderator of the Diaconate committees will be members of the Board of Deacons.

The Moderator of any sub-committee may be an officer or a member of the congregation.

Members of the congregation may be members of sessional and diaconate committees, boards and standing and/or ad hoc sub-committees. Presbyterian Women may have a representative on each sessional committee, diaconate committee or board.

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Each committee and board will develop and submit to the Committee on Finance an annual “asking” budget based on its estimated needs for the year.

All committees/boards and staff should be aware that under Federal Tax Law applicable to churches and clergy, the church and clergy will lose their fiduciary status if anyone is allowed to borrow money from the church. Also, the church’s sales tax exemption number can only be used when purchasing items with church funds. In other words, the sales tax exemption cannot be used by members making purchases for the church with their own money, even if they seek reimbursement from the church.

Appointment of appropriate church staff to committees/boards shall be at the discretion of the Senior Pastor.

2) Committee/Board Responsibilities

The sessional standing committees shall carry out their assigned responsibilities as designated and suggested in the following statement of responsibilities and suggested organizational pattern:

Established November 2004, revised May 2005, updated March 2008

Committee on Adults and Families

The Committee on Adults and Families shall be responsible for the comprehensive educational program of the adult ministry: for initiating, promoting, and evaluating new programs; for enlisting and training all personnel needed to carry out its work; and coordinating its work with that of other committees.

Adult Sunday School

Duties:

- Administer the adult Sunday School Program
- Evaluate and assess current curriculum
- Review and recommend new curriculum as needed
- Approve materials used in the adult Sunday School classes and study groups
- Enlist and train teachers necessary to staff programs it administers
- Provide necessary space, equipment and materials for its program
- Keep accurate records of enrollment and attendance for its programs
- Promote throughout the congregation, attendance at its educational activities

Adult Study Groups

Duties:

Disciple Classes

- Enlist leaders for various Disciple classes to be offered
- Approve leader training for Disciple classes
- Approve classes and leaders in the Fall

Lenten and Advent Study Groups

- Review and recommend materials
- Approve materials for Lenten or Advent study groups
- Enlist leaders for the study groups
- Assist the appropriate staff with implementation of programs

Men's Fellowship

- Support the leadership of these groups
- Evaluate and assess current curriculum
- Review and recommend new curriculum as needed
- Approve materials used by study groups

Wednesday evening or other study groups

- Approve materials and leaders for such groups
- Review and recommend new curriculum
- Evaluate and assess current curriculum

Prospective Members Classes

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- Coordinate meals with Associate Pastor
- Enlist volunteers to prepare, serve and clean-up luncheon

Library

Duties:

- Promote and encourage the use of the library by individual members.
- Maintain library and books.
- Purchase new books for the library.
- Keep library records up to date.

Senior Adult Ministry

Duties:

- Support the leadership of the group
- Assist the appropriate staff with implementation of programs

Young Adult Ministry and College Ministry

Duties

- Support the leadership of the group
- Assist appropriate staff with implementation of programs

Revised April 1991. Reviewed August 2001, Rewritten May 2005, Revised April 2007, Revised March 2008

COMMITTEE ON BUILDINGS AND GROUNDS

The Committee on Buildings and Grounds shall be responsible for the care and use of all church buildings and grounds, furniture, furnishings and building infrastructure equipment (to include heating and air conditioning equipment, all plumbing and fixtures, kitchen appliances), with the exception of organs, pianos, and electronic equipment such as copiers, computers, servers, printers, and any other such items as may be specifically assigned to other committees. In doing so, it shall have as its duties and responsibilities the following:

Duties and Responsibilities:

- Prepare and maintain an inventory of all furnishings and equipment under its jurisdiction. Perform an inventory of all furnishings and equipment annually. This can be done in conjunction with staff. A copy of this inventory shall be kept in the Office of the Church Administrator.
- In coordination with the Church Administrator, oversee the maintenance and upkeep of the grounds, buildings, furniture and all building infrastructure equipment owned by the church.
- Work in concert with the Church Administrator to supervise the sextons and other persons responsible for upkeep and maintenance of church properties.
- Recommend to the Session for its approval any additions, deletions or modifications to the existing church buildings and grounds.
- Recommend to the Session for its approval any major purchases of furniture, furnishings or building infrastructure equipment. Any items included in the current approved operating budget shall not require approval of the Session, except as determined by this committee.
- Prepare and maintain accurate drawings of the floor plans of all church buildings, with scale to be determined by the committee. A copy of these drawings shall be kept in the Office of the Church Administrator.
- Establish a calendar for the use of all church buildings, including special uses by church members and organizations and outside persons and organizations. A copy of this schedule shall be kept and maintained by the Church Administrator.
- Establish rules and responsibilities for the use of the church main kitchen.
- Follow the requirements of Chapter IX of the Faith Policies and Procedures manual for special duties of this committee.
- When the Session make a referral for the use of church buildings, rooms and property the committee shall review requests, in conjunction with the Church Administrator. This shall include a review of the application for use and the Hold Harmless agreement. If, in the opinion of the committee and Church Administrator, the requestor is not authorized to execute contracts for the requesting organization, or if the requestor is deemed to be financially unsound, the request shall be denied.

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- Determine the acceptability of any gifts of furniture, furnishings, property or equipment made to the church and make recommendations on such acceptability to the Session.

Revised March 1997, Reviewed August 2001, Rewritten May 2005, Reviewed March 2007

COMMITTEE ON CHILDREN AND FAMILIES

The Committee on Children and Families shall be responsible for the education program of the Children's ministry; for initiating, promoting and evaluating new programs; for enlisting and training all personnel needed to carry out its work, and coordinating its work with that of other committees.

Nursery

Duties:

- Enlist co-coordinators to review needs concerning the nursery, which includes infants, 1-year olds and 2 year olds.
- Evaluate the Supervisor and have the Supervisor evaluate the caretakers. Evaluations are returned to the appropriate Co-DCE.
- Arrange for recognition of newborns by placing a rose in the sanctuary and delivering wooden crosses to the home and placing name of "Cradle Roll" in the nursery.

Extended Care Program

Duties:

- Make provisions for an enrichment program for 3-year olds and 4-year olds during the 11:00 worship Sunday service. This includes volunteers and curriculum.
- Make provisions for the children's worship for the K-2nd grade during the 11:00 Sunday worship service. This includes volunteers and curriculum.

3-year olds – 5th grade Sunday School and 1st – 5th grade Sunday Evening Fellowship

Duties:

- Assist DCE in recruiting Sunday School Superintendents
- Administer the Sunday School and the Sunday Evening Fellowship
- Enlist and train teachers necessary to staff programs it administers
- Evaluate and assess current curriculum
- Review and recommend new curriculum
- Provide necessary space, equipment and materials for its program
- Promote parent support groups through 5th grade
- Keep accurate records on enrollment and attendance for its programs
- Promote throughout the congregation, attendance at its educational activities
- Plan recognition activities for teachers

Sunday School Stewardship Program

Duties:

- Manage the heifer project
- Elect animal in the Fall

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- Arrange for money to be collected each Sunday
- Maintain bulletin board in main hallway

Acolytes

Duties:

- Select volunteer to train potential Acolytes
- Recruit new children – 4th through 7th grade, each August
- Set up training session
- Establish and maintain schedule for Acolytes, with appropriate reminders

Special Nurture Events

Duties:

Vacation Bible School (VBS)

- Review and select material for VBS
- Recruit leaders and plan VBS
- Set the dates and plan arrangements for facilities

Sacraments Preparation Class

- Plan dates and presenters for this class
- Arrange for certificates and crosses to be presented at morning worship service

Bible Presentation

- Plan with Co-DCE's in the Fall concerning presentation of Bibles for 2nd and 3rd graders

Advent Worship

- Organize and implement workshop
- Gather materials and enlist volunteers

Easter Events

- Arrange for the “waving of the palms” at Palm Sunday service
- Plan and organize Easter egg hunt
- Select symbols to give children in Sunday School classes

Family Fellowship Activities

Duties:

Christmas Eve Family Worship Service

- Plan with Co-DCE's, the 5:00 pm family service
- Implement plan

Operation Christmas Child

- Coordinate the project with other groups in the church

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- Arrange for boxes to be taken to the distribution point

Special Occasions

- Coordinate other family get-togethers with Youth and Families committee

Established May 2005, Reviewed March 2007

Stewardship Committee

Purpose

The purpose of the Stewardship Committee is to nurture and expand the human and financial assets of Faith Presbyterian Church in order to help fully realize its ministries. The Committee shall develop and recommend to the Session programs to lead the church membership into an increasing understanding of a fuller commitment to Christ and an involvement in the local and worldwide tasks of Christian witness and service.

Duties

1. Provide witness accounts and educational opportunities for the congregation on the spirituality and necessity of stewardship and financial giving.
2. Develop long term and annual Stewardship Plans.
3. Work with all facets of the church staff, committees and deaconate to determine the nature and extent of support needed as part of Stewardship Plan development.
4. Conduct periodic time and talent inventory of church members and report the results to the Session and appropriate Deaconate committees and staff.
5. Work with church staff to review church membership rolls, ascertain whether members appear to be inactive, and assist with member contact in order to support an increasingly active church membership.
6. Coordinate appropriate expressions of gratitude to supporting church members.

Policies

- I. Gift Acceptance
 - a. Confidentiality. All information concerning donors and prospective donors, the amount and type of gift, and the names of beneficiaries and related information shall be confidential unless the donor gives written permission for the release of such information. Such information may be shared with the Finance Committee and the Session as necessary for the review and management of gifts.
 - b. Suitability and Review. Prior to acceptance, gifts will be reviewed by the session or its designee when:
 1. A gift of cash exceeds \$5000 or any cash gift that is made with attendant restrictions or conditions
 2. A gift consists of readily marketable securities
 3. The gift is real estate.
 4. The gift is deferred such as a charitable remainder trust, life estate or a revocable trust.

A gift shall be declined if it is determined that:

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1. Acceptance is not in the best interest of the church.
 2. The cost to the church to obtain the benefit of the gift is excessive.
 3. The restrictions placed on the gift by the donor are unreasonable.
 4. The gift is inappropriate or unrelated to the tax-exempt purposes of Faith Presbyterian Church.
 5. The gift is designed to benefit specific individuals (this does not apply to approved Love Offerings).
- c. Designated vs. undesignated gifts. A gift is designated if the donor makes the gift and it is accepted for a specifically identified purpose. A gift may be designated for a specifically identified purpose under the following circumstances:

1. The funds are specified for use associated with a currently established designated fund and the donor agrees that Session may use the funds for other needs if Session determines there is an overriding need. Reference is made to existing and identified designated funds in the church financial documents. Should a potential gift not be readily associated with an existing designated fund, the Session with the advice of the Finance Committee shall determine whether to create an appropriate designated fund in order to accept the designated gift unless the Session determines that the restrictions are too narrow, too burdensome or too costly to administer.

Every donor who places restrictions on the use of a gift shall execute a document stating that if the Session of Faith Presbyterian Church, in its sole discretion determines at any time that all or part of the gift cannot be appropriately used as restricted by the donor, the Session may use the same for other purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the Church. For gifts in excess of \$5000, the donor must further agree to be responsible for any fee, commission, insurance premium, or other cost associated with the gift.

2. Gifts not made for a specifically identified purpose shall be deemed undesignated. All undesignated gifts not made in relation to a planned gift shall be deposited proportionately to the pastor's discretionary funds.
3. Memorials. Memorials are cash or in kind gifts donated in honor of persons, living or dead (e.g., a church member or a relative of the donor) or in honor of a mission or initiative (e.g., the 75th anniversary of Faith Presbyterian Church). Memorial gifts are deemed undesignated unless the provisions of c. 1. above apply.

II. Planned Giving. Gifts made prior to or in anticipation of a person's death or as part of an estate or other financial plan are considered to be a planned gift and shall

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be deposited to the Restricted Fund when such gift is in excess of \$5,000 or shall be deposited to the current year's Reserve Fund when such gift is \$5,000 or less. When the Reserve Fund balance is such that a partial sweep may be effected, such sweep shall move those excess funds to the Restricted Fund for the ultimate purpose of funding a Permanent Endowment.

The Restricted Fund shall be converted to a Permanent Endowment when the Session determines that the total amount justifies the expense associated with the endowment. Thereafter, funds shall be withdrawn from the endowment as the Session shall decide.

III. Review Church Membership Rolls and Make Rolls Modification Recommendations to Session

The Stewardship Committee, in consultation with the Membership Manager, shall review the Active Roll to determine whether any names on that roll no longer appear to meet the definition of "active." The definition of active is a confirmed member who is generally deemed to participate in worship, contribute to the financial support of the church, and participate in the life and community of the church.

A. In June of each year, the Membership Manager will survey the Active Membership Roll to identify:

1) Members Who Reside within the Tallahassee Area (ages 18-80) who appear not to meet the definition of active member of Faith Church for the past two years. The Stewardship Committee will contact these members to determine if their lack of involvement is correct, if they wish to remain on the Active Roll, or if other follow-up action is warranted.

2) Members Who Reside outside of the Tallahassee Area (over age 25) for at least 1 year. The Stewardship Committee will contact these members to determine if they have plans to return to the Tallahassee area and Faith Church or if they would like to be removed from the Active Roll.

3) The Annual Review should be completed by September 1 with action items submitted to Session at their September meeting.

B. Requests to be removed from the Active Roll will be processed by the Membership Manager and reported to Session for action as part of the Consent Agenda.

Revised February, 1991, Reviewed August 2001, Revised April 2005, Revised March 2008, Revised March 2016, Revised April 2016, Revised May 2016, Revised August 2017

COMMITTEE ON EVANGELISM

The meaning of 'evangelism' adopted by the 201st General Assembly (1989) states "Evangelism is joyfully sharing the good news of the sovereign love of God and calling all people to repentance, to personal faith in Jesus Christ as Savior and Lord, to active membership in the church, and to obedient service in the world."

The Committee on Evangelism shall exist in order to joyfully share the good news of Jesus Christ and to promote Faith Presbyterian and its mission in the local community. This committee shall use the Faith mission statement of "follow the path of Christ" to make the community aware of the Christian worship at Faith, the various activities in the life of the church and to promote and encourage growth through new membership and participation in the life of the church by all existing members.

Duties of the Committee on Evangelism:

1) Spreading the Good News

Seek and develop avenues for evangelism by members of Faith Presbyterian Church and actively spread the good news of Jesus Christ to all individuals and groups possible.

2) Training and Equipping

Educate members in ways to effectively share the gospel for the salvation of humankind and provide them the tools to reach out effectively in Jesus' name.

3) Marketing and Advertising

Establish and maintain an effective marketing and advertising program for Faith, which shall consist of both periodic announcements to members and the general public; and singular ads when research indicates such will reach a forum with high membership potential. Develop and implement appropriate policies and procedures to ensure effective communication within and beyond the church membership regarding the worship services, programs, and activities of the church, to include but not necessarily be limited to bulletins, newsletters, web sites, newspaper, telephone directories, e-mail directories and other appropriate media.

4) Signage of Facilities

Design and maintain a sign structure on the grounds and in the building that promote easy access to and understanding of church physical facilities.

5) Member Name Tags

Promote and encourage membership to purchase and wear name tags to all church functions. Collect money, order tags and distribute tags to appropriate members

6) Visitor Welcome and Follow-up

Establish a methodology for identifying visitors while they are attending services and provide a means to extend a welcome from designated members of the congregation. Encourage all congregational members to extend a welcome to any and all visitors once identified as such. Afterwards, extend a warm follow-up to their visit. This shall include a phone call and personal note from the Pastor. Study, plan and act in areas of evangelistic outreach, as may

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be needed, especially among the unchurched. Create a means so that visitors are aware of any upcoming new member class.

7) New Member Assimilation

New members will be contacted by the members of the Evangelism Committee during the first few months after joining the church to visit with them, welcome them to our church, and to give them another opportunity to become active in church activities.

8) Membership Definition

Work with the Pastor to properly identify the responsibilities and privileges of membership and make this knowledge a part of the curriculum in new member classes. Work with the Pastor to have a new member class conducted, as required by the Book of Order, with an orientation to the Presbyterian Church USA and including the mission and ministries of our church and the responsibilities and privileges of membership.

9) New Member Sponsors

Recruit and identify current members that are interested and willing to be new member sponsors. At the time new members are made a part of the Faith community; assign a new member sponsor from the existing congregation. Establish and maintain a written set of steps that sponsors are to follow in the duty.

10) New Member Care

The Committee on Evangelism shall establish and implement a methodology to carefully monitor the sponsorship and activity of new members during the initial period of membership.

Established March 2008

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FINANCE COMMITTEE

The Finance Committee shall be responsible for providing guidance, help and support to the Session, the Church Administrator and the Financial Secretary in matters pertaining to the financial operations of the church. The Committee shall also provide the following:

- an estimate of projected revenues for the coming year to be used by the Session in its preparation of the annual budget.
- requested information and recommendations to the Session for use in its consideration of other financial matters.
- budget forms and previous years' budget information, through the Financial Office, to the Moderators for the calculation of their anticipated expenses for the Coming year.
- oversight of the Church Financial Office, including accounting procedures; the receipt, deposit and disbursement of funds; and preparation of reports on budget status and fund balances, etc.
- preparation of such other statistical reports and information as might be helpful to the Committee and to the Session in assessing the fiscal well-being of the church.
- preparation of budget information for use in the weekly and monthly newsletters.
- recommendations regarding policies and procedures for conducting the fiscal affairs of the church.
- Direct contact by telephone and meeting to discuss findings and audit results with the accountant who conducts the annual external audit of the church's financial activities and records: assistance, when needed, in selection of an accounting firm to perform the annual audit.
- Other assigned fiscal responsibilities.

The Finance Committee performs the following functions:

Monitors and reviews the current budget expenditures and revenues and
Submits monthly financial reports from the Financial Office to the Session.

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Upon request of the Session, reviews special requests for funds not included in The annual budget and recommends appropriate action.

Procedure for Sunday Offering:

1. The zippered bank bag for pick up will be by the large piece of furniture in the Narthex next to the double doors to the Sanctuary. The one for the 10:30 service is a gray Capital City Bank bag.
2. If it is a Communion Sunday, VBS or Youth Sunday, the offering will be in the Narthex for pick up after the ushers have completed the offering collection. On other Sundays, the offering is to be returned to the front of the Sanctuary by two ushers following collection, and it is then picked up from the front of the Sanctuary after the service ends.
3. Along with the scheduled deacon, pick up the offering from the plate(s) and place in the zippered bank bag. Together, walk the bank bag to the office to lock in safe. The safe is located in Room 116 of the church office (two doors down from large copier/work room). The empty safe will be open.
4. Keys to rooms are available in the church office. This information will be provided by separate instruction.
5. Place the bank bag in the safe and lock the safe door. Please lock the safe by turning the safe door dial so that the combination is required to open the safe.
6. Lock the office door and return the keys to original location.

Monday Morning Offering Count Process:

1. Sunday Offering is transported and locked in safe by a team of one Deacon and one Finance member on Sunday following the 10:30 service.
2. The safe is not opened by staff until the volunteer counter is present in the Count Room, then the bank envelope is removed from the safe and contents removed to count.
3. Count is always done by two people – One volunteer and one member from finance committee (substitutes as needed, primarily finance manager or church administrator).
4. Sitting together in the Count Room, the volunteer counts and records the cash on the Count Sheet; and the other runs the tape of the checks, then verifies the checks with the volunteer. The volunteer records the amounts on the count sheet and completes the deposit slip. Both sign the Count Sheet.

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5. The checks are sent to the bank via electronic scanner and the report produced is then proofed before finalizing the deposit. After the deposit is completed, the contributions are entered into the Church Contributions software (Shelby). In a separate deposit entry, the cash deposit amount is entered into Shelby with named cash contributors enumerated and loose coin and currency recorded as “loose offering”.
6. Once the deposit is posted to Shelby, the following documentation is filed in a 9X12 envelope for each deposit and stored in the finance office:
 - a. Bank scanner transmission report
 - b. Shelby Contributions report (one detail report for checks and one report for cash deposit.)
 - c. The paper checks, which have been stamped “Electronically Processed” by the scanner (checks are destroyed periodically as instructed by Farmers & Merchants Bank)
 - d. Written record that cash deposit has been made (band deposit slip or bank register from WebBanker)
 - e. Any backup pertinent to the deposit (envelopes from cash contributors with their names: check stubs, etc.)

Reviewed January 2005, Reviewed March, 2007, Revised April 2007, Revised March 2016

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COMMITTEE ON MANAGEMENT

The Management Committee shall be responsible for administrative matters involved with operating the church; publicity both within and without the church; preparation of informational reports; long-range planning; standard procedures adopted by the Session for the operation of the church; and other administrative responsibilities as assigned by the Moderator, Session or Senior Pastor.

Management Committee coordinates the work of these general categories:

Budget and Finance Duties:

- ◆ Recommend to the session a proposed committee annual budget. Maintain adequate and cost effective insurance coverage. Monitor and review current Management committee budget expenditures.
- ◆ Review special requests for funds not included in the Church annual budget, and recommend appropriate action to the session.
- ◆ Supervise the selection, purchase, maintenance and training of personnel for use of all computer systems, telephone systems, church vehicles and office equipment.

Long-range Planning Duties:

Gather and evaluate information on the life and ministry of Faith Presbyterian Church (i.e. worship, attendance, size of membership, church school attendance, programs of the church, staff utilization, facility use, statements of goals, resources, involvement of members, etc.)

Coordinate the studies and recommendations of other committees relative to the facilities, equipment, staffing, etc., as they relate to long-range planning.

On the basis of the above, propose, as needed, to the session an updated long-range statement of mission with suggestions for steps needed to implement such mission.

Procedures Duties:

- ◆ Develop, publish, update and review a Manual of Policies and Procedures as adopted by the session for the operation of the church.
- ◆ Develop and implement election policies and procedures for all elected officers of the church in accord with Section G-14, 0201 of the Book of Order.
- ◆ Review legal and tax issues.
- ◆ Supervise the preparation, publication, and disbursement of informational reports.

Publicity Duties:

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- ◆ Under the direction of the Management Committee Moderator, publish appropriate articles in the newsletter or weekly bulletins, at least quarterly (if not more frequently), highlighting church procedures, committee responsibilities and Session activities.

Historical Duties:

- ◆ Collect, store and display artifacts, pictures, and documents of historical interest in the church.
- ◆ Commission the necessary research and writing of a history of the church as may be needed.
- ◆ See to the preservation of historical documents with the Historical Foundation of the Presbyterian Church.
- ◆ Remind the session of important church anniversaries and other dates of historical significance and recommend activities for proper observance of same.
- ◆ Ensure and manage the retention of historical records of the church.

Established August 2001, Revised May 2005, Revised April 2007, Revised March 2008

COMMITTEE ON PERSONNEL

The Committee on Personnel shall be responsible for all matters pertaining to church employees and for giving support to the Senior Pastor in the administering of personnel policies and practices as set forth by the session.

Duties:

Recommend to the session all staff positions needed by the church, with exception of those for the Preschool.

Formulate job descriptions for each staff position recommended; develop lines of authority, duties, areas of responsibility and qualifications.

Formulate a policy concerning terms of employment, compensation, allowances, and benefits for each recommended position.

Develop and execute appropriate evaluation procedures for each recommended position.

Present through the Finance Committee all salary recommendations relating to church personnel.

Revised April 1991, Reviewed August 2001, Revised April 2016

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COMMITTEE ON WITNESS

The Witness Committee shall be responsible for the entire evangelistic, extension and global mission program of the church.

Coordinates work of these subcommittees

Local Mission

Plan and provide for special seasonal services when needed.

Encourage cooperative endeavors with other denominations since: "Visible oneness, by which a diversity of persons, gifts, and understanding is brought together, is an important sign of the unity of God's people." (B.O. G-40203)

World Mission

Study and recommend ways and means of assisting and encouraging, financially or otherwise, national and international mission projects and personnel.

Design and implement a substantial program to build awareness and support within the congregation for national and international mission with special emphasis during the Witness Season.

Keep in close personal touch with missionaries sponsored by Faith.

Promote the collection of special offerings for missions authorized by session.

Study and recommend ways of supporting special mission projects.

Encourage and recommend ways of supporting qualified members of the congregation who will serve in missions (nationally or internationally) on a short term or long term basis.

Campus Ministry

Support and encourage the work of the UKirk Tallahassee.

Provide liaison between the UKirk Tallahassee and the congregation.

Encourage and support all campus ministries authorized by the session and serve as liaison between congregation and those ministries.

Refer to X. Miscellaneous Policies and Procedures for:

- O. Policies and Procedures Regarding Mission Partners
- P. Policies and Procedures Regarding Mission Trips

Revised April 1991, Reviewed August 2001, Reviewed May 2005, Reviewed March 2007, Revised March 2008, Revised May 2016, Revised April 2017

COMMITTEE ON WORSHIP

The Committee on Worship shall be responsible for the time and place of the preaching of the Word, the administration of the sacraments, and all other services of worship; and shall exercise authority in the use of music in the services of worship and other church programs.

Worship Services

Initiate whatever means are necessary to develop a sense of reverence in worship among the congregation, corporately and individually.

Be responsible for the worship of the church, along with the pastors, in terms of the order of worship, sanctuary, aids to worship, and special services.

Be responsible for supplying pastors for special occasions at times when the pastors are absent.

Recommend to the session, policy for weddings, services of witness to the resurrection, and other special services, and be responsible for implementing the approved policies.

Assist the pastors in obtaining participation of officers and members in leading the worship of the congregation.

Communion

Recommend the time and place for communion.

Be responsible for arrangements for and the serving of communion.

Assume responsibility for the sacristy room.

Assist the pastors in serving communion to shut-ins as requested.

Assist the pastor in making arrangements for baptisms as requested.

Offering and Ushering

Provide greeters at church entrances to welcome members of the congregation and visitors upon arrival for worship services.

Coordinate, supervise and train all ushering and offering personnel.

Include as many members of the congregation in the ushering and receiving of offering as possible during the year.

Be responsible for sound equipment for worship services (public address system and recording).

Prayer

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To encourage personal prayer life by making available devotional literature and providing other appropriate means.

To encourage corporate prayer through support of existing prayer with the church.

Reviewed May 2005

Music

The committee on Worship has overall responsibility for the Music Committee, as follows:

MUSIC COMMITTEE

1. The Music Committee serves as a part of the Worship Committee, with the Director of Music or his/her designated representative reporting on music matters to the Worship Committee.
2. Ad hoc committees will be formed by the Worship Committee in the event the following music matters need more focused attention than the Worship Committee itself can handle.
 - a. Recommend to Worship Committee policies concerning the use of music in worship and the church's total program.
 - b. Promote the program of music throughout the church; encourage participation in adult, youth and children's choirs.
 - c. Fill music staff openings through search committees; interview and/or audition candidates for music staff openings; Make recommendations concerning music personnel, assist Personnel Committee in preparation of job description and supervision of job performance.
 - d. Update music staff job descriptions yearly as needed; make recommendations to Personnel Committee.
 - e. Assist Personnel Committee as needed in appraisal of music staff performance.
 - f. Recommend to Worship Committee annual budget for the music program and supervise its disbursement.
 - g. Oversee the Faith Sacred Arts Festival's annual calendar and Patron of the Arts program. There will be no charge for concerts sponsored by Faith Sacred Arts Festival, but the opportunity be available for persons to become a "Patron of the Arts" by contributing a tax-deductible contribution to offset costs and support these concerts. Exceptions are made i.e. Messiah Sing-Along, with Session approval.
 - h. In the event of new music/worship materials considered by the General Assembly and/or the Presbyterian Association of Musicians, study, provide educational opportunities for the congregation and make recommendations to the Worship Committee.

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- i. Assist Director of Music with maintenance of instruments (organ, pianos, and handbells).
- j. Update organ use guidelines as needed and approve list of organists submitted by Director of Music.
- l. Meet at least quarterly to tend to calendar as follows:
 - 1) February: Lent/Easter considerations
 - 2) May: Goals, budget, job descriptions
 - 3) August: Choir calendars, FSAF calendar, new members
 - 4) November: Advent/Christmas considerations

(The Director of Music is responsible for bringing before the committee other items to be considered)

Revised August 2001, Revised May 2005

SACRISTY COMMITTEE

Arranging flowers or greenery for the sanctuary is a service and an act of worship. They are symbols of the world which God has created and an aid to worship. We offer them, in all their variety, in praise of God and to His Glory.

1. The Sacristy Committee serves as a sub-committee of the Worship committee. It has general responsibility for pulpit, altar table and other materials related to regular worship and communion, weddings, funerals and other special services. The Sacristy Committee communicates with Church Administrator, Sexton and Families, [i.e. weddings and funerals] for arranging set up and clean up of these services.
2. The chair of the Sacristy Committee shall be a member of the Worship Committee. The chair is appointed annually by the minister at the time of appointments of Sessional Committees. The Sacristy Committee consists of volunteers who are annually recruited by the Sacristy Chair and submitted to the Session and Worship Committee.
3. In carrying out its general responsibility the Sacristy Committee shall have the following specific duties and responsibilities:
 - a. Be responsible for appropriate floral arrangements in place for every worship service. Besides the annual calendar of assignments, the Sacristy Chair sends monthly reminders to Committee Members and to the Church Administrator.
 - b. Be responsible for the inventory of communion service materials, collection plates, Paraments, altar cloths, pall, kneeling bench, candelabra, vases, and other worship and altar materials.
 - c. Be responsible for the care of these materials, including cleaning, pressing and polishing as needed. The Sacristy Committee should turn in any receipts for dry cleaning of any paraments.

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- d. Be sure that these materials are available and in place for services as needed. The Sexton will place paraments and altar cloths to conform to the liturgical calendar under the direction of the Church Administrator.
- e. Maintain the sacristy, flower room and two storage closets in a neat and orderly manner.
- f. Prepare an annual budget request to recommend to Worship Committee expenditures from that budget as appropriate.
- g. Develop and recommend rules for use of sacristy and worship materials, and revise rules as needed.
- h. Report monthly to Worship Committee on status of calendar and any special activities.
- i. Provide through Worship committee, information about needs and uses of liturgical and sacristy materials.
- j. The Sacristy Chair should communicate and coordinate with Ministers, Church Administrator, Worship Committee, Elder in charge of communion, and Sexton to carry out the above duties.

Renritten May 2005

**SACRISTY COMMITTEE
MONTHLY COORDINATOR RESPONSIBILITIES**

WEEKLY COORDINATOR RESPONSIBILITIES:

A. WORSHIP SERVICES:

- 1. Prior to Sunday services make sure the proper paraments, Bible bookmark, communion table runner are in place. See Paraments under F.
- 2. Wipe off offering plates and flower urns (do not polish; they are lacquered). Clean and press any linen. Notify Sacristy chair if materials need dry cleaning or ordering. Keep flower room clean and in order.
- 3. Check with the Church Administrator concerning weddings, honorarium, or memorial flowers.
- 4. Notify the Sacristy chair regarding flower arrangements on a weekly basis.

MONTHLY COORDINATOR RESPONSIBILITIES:

A. WORSHIP SERVICES:

The monthly coordinator is designated on the 2005 Sacristy Calendar by an asterisk (*).

- 1. Check with the church administrator; Nancy Tankersley-385-6151/694-2405; regarding any flowers or special events that have been scheduled on Faith's master calendar.

The Church Administrator will obtain the following information from the donor:

- a. Name of donor, honoree, message, and i.e. "In memory of or thanksgiving for."
- b. Date desired.

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- c. Get information regarding the distribution of flowers after the service?
 - d. Name and phone of florist if needed.
 - e. Pastoral Secretary will print memorial in the bulletin.
 - f. Type and placement of arrangements.
2. Next the monthly coordinator should promptly call your assigned list of sacristans. Please call prior to the first Sunday of your assigned month. An appropriate flower/greenery arrangement should be in place for both Sunday morning services. A key to the church/flower room can be obtained from the church administrator during office hours. Please call ahead for the key. **EMERGENCY ONLY:** Sarah Hood – 668-0925/545-2211, Don Novin - 688-6113 (Resident Caretaker), Randy Zepp 509-5794 (Church Administrator)
3. Proper Paraments should be in place prior to each service. The Sextons usually take care of this task but we are ultimately responsible. The Liturgical dates and colors are posted in the Sacristy and Flower rooms.
4. Finally, please clean up the flower room after each weekend's services. Use only a dry cloth to wipe down the brass containers, candelabrum and offering plates as they are lacquered. Make sure all candles are unloaded, cleaned, polished with car wax and returned to their felt storage bags.

B. THE FLOWER MINISTRY:

This ministry needs additional help from the Sacristy members immediately following the 11 am service or on Monday mornings to break down the Sanctuary flowers into smaller arrangements. These arrangements are used in the office areas and taken to members in need. Please call Vicki Weber 385-8154 or Linda Shelley 891-8554 to offer help at least once during your assigned month. This will give them a much deserved break.

C. WEDDINGS:

1. Call Church Administrator for wedding dates and details of wedding.
2. As of February 2005, the Sacristans will **not** be responsible for the set up or break down for any wedding. This task has been added to our Sexton's job description*; however Sacristans are responsible for unloading, cleaning and storing the candles after each wedding and the clean up of the flower room. The Sacristans will be contacted if extra help is needed.
3. The Sacristy Committee is not responsible to arrange flowers for any wedding. You can only volunteer yourself and your time. The bride is responsible for her own arrangements.

*Sexton's job description for weddings includes changing paraments to white, setting up the candles, [candle sticks, candelabrum and pew candles] placing kneeling bench and placing a candle lighter with a wick on the first pew. Sexton changes the paraments after each wedding, returns candelabrum to the flower room and the kneeling bench to the sacristy room.

D. FUNERALS:

Check with the Church Administrator to see if any special requests have been made by the family. The Sexton is responsible under the Church Administrator's directions to have the proper paraments in place.

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E. FLOWER ARRANGEMENTS:

1. The Master Flower Calendar will be managed by the church administrator. She alone will list all dates on the calendar posted on the Flower door. Please do not go by the door calendar exclusively. Check with the administrator for any requests and changes. Families can schedule memorial or honorarium flowers with the Church Administrator. The Church Administrator has a list of florists who have access to a church key. The florist will bill the families direct. Poinsettias (Advent) and lilies (Lent/Holy Week) can be purchased as memorials or honorariums through the church.

2. **Sanctuary Arrangements:**

a. **ARRANGING-** Arranging flowers or greenery for the sanctuary is a service and an act of worship. They are symbols of the world which God has created and aid to worship. We offer them, in all their variety, in praise of God and to His Glory.

b. **SIZE-** Arrange at least one container of flowers and /or greenery which needs to be substantial in size - a minimum of 2 ½ feet in height above the container. Place the arrangement on a stand in front of the choir rail and behind the Communion Table. This stand must be at least 12” from rail so that the choir director will not tip the flowers. If designing two arrangements, place each on a pedestal on either side of the communion table. Booster boxes on which you place the flowers on top of pedestals are stored inside the communion or pulpits.

c. **CONTENTS/MATERIALS-** Remember to make the flowers reflect the season and the preference of person requesting the flowers. Using large multiple flowering plants, ornamental grasses, branches, such as curly willow, ferns and various containers adds creativity to our sanctuary arrangements. Fresh or dried materials rather than silk are preferred. No greenery or flowers can be used on the candelabrum.

d. **COSTS-** Arrangements may be supplied by a florist as per donor request or arranged by a sacristan per donor request. If the sacristan arranges altar flowers for a donor, a minimum contribution of \$100 will be required for two arrangements and \$50 for one arrangement. Larger contributions to the flower fund are greatly appreciated. Flowers can be purchased through retail stores such as; Sams, Publix, Fresh Market. Yard flowers are desired and cost effective. Flowers can be ordered from Carlstedts through some of our Sacristy members. Sacristans must turn in an official receipt to the financial secretary for reimbursement.

We, as Sacristy members, CANNOT charge the church (Sacristy Budget) if we choose to do the flowers as a **personal** memorial or honorarium. Oasis is for church use only. This does not include weddings, or personal use. Please give the financial secretary \$2.00 per block if used for any other purposes other than for your assigned sanctuary flowers.

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F. **PARAMENTS:**

1. These are changed according to the seasons on the liturgical calendar. It is imperative the proper color be in place for the next service (wedding or worship). A liturgical color calendar is posted in the sacristy and flower rooms. Paraments are stored on top shelf in the sacristy room in white pillow cases.

2. Use the short parament for the lectern and the long parament for the pulpit. Check from the front to make sure they are hanging properly.

g. **SUPPLIES:**

The Sacristy Committee is responsible for the care and inventory of communion service materials, collection plates, parament, altar cloths, pall kneeling bench, candelabra, vases and other worship and altar material. The committee is also responsible for the care of these materials, including cleaning, pressing and polishing as needed.

Please notify the sacristy chair if materials need dry cleaning or if supplies are limited (i.e. oasis, candles, etc.)

Rewritten May 2005, Reviewed March 2007, Revised March 2016

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COMMITTEE ON YOUTH AND FAMILIES

The Committee on Youth and Families shall be responsible for all educational programs and fellowship activities for mid-high, senior high, for enlisting and training all personnel needed to carry out its work and for coordinating its work with that of other committees. The committee's responsibilities shall include Sunday School, Sunday evening fellowship, youth Bible studies, the confirmation program, Montreat Youth Conferences, the pumpkin patch fundraiser and such other youth programs as the committee may add from time to time. The committee will also work with assigned Program Staff (ie: an appropriate Co-Director of Christian Education or Director of Christian Education) to prepare a budget for the youth programs for the coming year in December.

Prepared April 1991, Reviewed August 2001, April 2005, March 2007, April 2016

FAITH PRE-SCHOOL BOARD

See Chapter VI

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E. AD HOC COMMITTEES

The Session, from time to time, or a standing sessional committee, may establish an Ad Hoc committee for a specific purpose or function. In this event, the Ad Hoc committee shall:

- ✓ Be given a specific task to accomplish
- ✓ Have a chairperson appointed
- ✓ Have the naming of committees members
- ✓ Be given a list of deliverable items, and
- ✓ Be given a specific timeframe in which to accomplish its task
- ✓ Be advised of any budget it has been allocated for the task

Upon completion of assigned and designated task, the Ad Hoc committee shall be disbanded by its creating entity.

Established December 2004, Reviewed April 2005, Revised April 2007