

## **Faith Presbyterian Church Policies and Procedures Manual**

### **CHAPTER VIII – ADULT ORGANIZATIONS**

#### **A. PRESBYTERIAN WOMEN**

##### **PRESBYTERIAN WOMEN CONSTITUTION**

###### ARTICLE I Name

This organization shall be known as the PRESBYTERIAN WOMEN OF FAITH PRESBYTERIAN CHURCH, Tallahassee, Florida, Presbytery of Florida,, Synod of the South Atlantic, Presbyterian Church (U.S.A)

###### ARTICLE II Purpose

The purpose of the local Presbyterian Women shall be:

To provide opportunities for women, as individuals and in groups, to grow in the knowledge of Christ and be strengthened as members of His Body in order that they may understand and fulfill the particular responsibilities they have in the family, the congregation, the community, and the world.

###### ARTICLE III Membership

Members shall be all those who choose to participate in, or be supportive of, Presbyterian Women in any way. The membership shall be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.

###### ARTICLE IV Officers

The officers of Presbyterian Women shall be: GENERAL OFFICERS: moderator, vice-moderator, secretary, treasurer, and historian; PROGRAM COMMITTEE CHAIRMEN: Search Committee, Special Activities, Personal Faith and Worship, Special Mission Activities, Community Outreach, Membership and CIRCLE CHAIRMEN.

###### ARTICLE V Government

The Presbyterian Women shall be under the oversight of the Session of the Church.

###### ARTICLE VI Meetings

The Presbyterian Coordinating Team and the circles shall meet monthly. General meetings shall be held as planned by the Coordinating Team with the installation of officers at the spring meeting.

###### ARTICLE VII VIII-1

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Amendments

- Section 1. This constitution may be amended at any annual meeting by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted at the previous regular meeting of Presbyterian Women.
- Section 2. All such proposed amendments shall be submitted in writing and signed by two members.

BY-LAW  
ARTICLE I  
Membership

- Section 1. Members shall be all those who choose to participate in or be supportive of Presbyterian Women in any way.
- Section 2. Women of the community who share in the activities of Presbyterian Women may be come members of the local organization and may be elected or appointed to any office, except that of the moderator or the vice-moderator.
- Section 3. The membership of Presbyterian Women shall be divided into circles of as nearly equal strength as possible.
- Section 4. The local organization is a member of Presbyterian Women of the Presbytery and shall be entitled to at least one voting representative in addition to the moderator. The number shall be determined by the Coordinating Team.

ARTICLE II  
Nomination, Election and Term of Office

- Section 1. The Search Committee will be responsible for selecting the persons to be nominated for office in Presbyterian Women (see Constitution ARTICLE IV). A committee may be chosen by the search chairman at her discretion.
- Section 2. In January of each year the committee shall receive suggestions from the circles for new officers. The names shall be presented to the pastors as a matter of courtesy.
- Section 3. In April the slate shall be presented to the Coordinating Team for their information. Installation shall take place at the general meeting in the spring.
- Section 4. The term of office for the moderator and the vice-moderator is one year. They will be elected annually. The vice-moderator, after serving one year, will automatically serve as moderator for the following year
- Section 5. The officers shall be installed at such time as may be chosen by the moderator. Officers shall assume office September 1 of each year.
- Section 6. Vacancies which arise after the general meeting in the spring shall be filled by the moderator in consultation with the chairman of the Search Committee.
- Section 7. Committee Chairmen are elected for one year term. However, they may be re-elected.

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ARTICLE III  
Organizational Feature

Section 1. The Coordinating Team shall consist of the general officers, the four program chairmen, circle chairmen or their designated representatives and the chairman of the following committees: Search, Special Activities, Personal Faith and Worship, Together In Service: Missions, Community Outreach and Membership outreach. The Coordinating Team shall work with the circle chairmen helping each circle fulfill its purpose of being a sustaining Christian fellowship which provides opportunities for study and service.

ARTICLE IV  
Duties of Officers

A. GENERAL OFFICERS

The primary responsibility of each officer is to plan, with the Coordinating Team, the program for Presbyterian Women. The special responsibilities are described under the section dealing with each individual office.

Section 1. The moderator shall preside at all meetings of Presbyterian Women, the Coordinating Team and call special meetings, if needed. She shall assist in the appointment of members to serve on the program committees. She shall report to the Presbytery Moderator in accordance with her request. She may be an ex-officio member of circles and of any committees except the Search Committee.

The moderator as chairman of the Women's Council shall submit its report and present business matters of importance to the Presbyterian Women.

The moderator shall assist and direct the Program Chairmen in planning the total program for Presbyterian Women.

By January of each year the moderator shall call together the Presbyterian Women's Coordinating Team (see Constitution Article IV) for the purpose of appointing the Search Committee members (see By-Laws Article II, Section 1).

Section 2. The vice-moderator shall, in the absence of the moderator perform all the duties of that office, and upon the resignation of the moderator, shall become moderator and hold office through the unexpired term of the former moderator.

The vice-moderator shall assign new members to circles and make changes in circles when necessary, and advise circle chairmen about ways of extending and deepening the fellowship for all on the circle roll. She may be an ex-officio member of circles.

The vice-moderator, as a member of the Coordinating Team, shall assist in selecting the members of the Search Committee in January of each year (see By-Laws Article II, Section 1).

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The vice-moderator shall serve on the Search Committee for the purpose of nominating new officers, committee chairmen and circle chairmen and shall work with the Search Committee when it plans for the officer training sessions.

- Section 3. The secretary shall record the minutes of the Coordinating Team meetings and shall record the minutes of the business sessions of the general meetings, when held. She shall prepare press and bulletin notices; attend to correspondence as directed by the moderator, and fill out and mail annual reports as directed by the moderator.
- Section 4. The treasurer shall receive and record all money of the Presbyterian Women; she shall pay bills and disburse funds as directed by the Coordinating Team remit benevolences to the treasurer of the church; remit Contingent Funds as directed by the Presbytery Treasurer; prepare monthly reports for the Coordinating Team and business sessions of the general meeting. She shall provide the Clerk of the Session with a financial report if he/she should so request. She shall serve as chairman of the Presbyterian Women's Finance Committee when a new budget is prepared by the committee.
- Section 5. The historian shall compile the history of Presbyterian Women annually, as instructed in the MANUAL. She shall send copies of the history to the Presbytery Historian. She serves as Church Historian only when invited to do so by the Session. She shall make a report of her activities to the Coordinating Team and the Presbytery Historian. At the spring general meeting she shall read a history of the past year.
- Section 6. The circle chairman works together with all the women in the group to make the circle a spiritual support to the members and a convincing witness to all who may be brought within its range.

The chairman of the circle shall preside at the circle meetings; she shall be a member of the Coordinating Team and attend its meetings (or send an official representative); she shall work with the coordinating team in planning for and coordinating the work of the circles.

**B. PROGRAM COMMITTEE CHAIRMEN**

The primary responsibility of each program committee chairman is to plan with the Coordinating Team the program for Presbyterian Women. Each chairman may select her own committee members. The special responsibilities of each chairman are described under the section dealing with her work.

- Section 1. The Chairman of Personal Faith and Worship has as the purpose of her work: (a) to assist in providing opportunities for growth in the knowledge of Christ, as individuals and in groups, for the deepening of their understanding of the implications of faith for the fulfillment of their distinctive roles in the family, in the community and in the world.

The chairman shall choose what is best suited to the women from "Resources" and "Creative Ideas," sections VII and VIII in the Presbyterian Women's MANUAL.

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Section 2. The Chairman of Christian Community Outreach has as the purpose of her work: (a) to plan opportunities for women to understand and accept their Christian responsibility in their community; (b) to suggest channels through which women may fulfill their responsibilities as members of the Body of Christ in our contemporary world.

The chairman shall choose what is best suited to the women from the "Resources" and "Creative Ideas," sections VII and VIII in the Presbyterian Women's MANUAL.

Section 3. The Chairman of Special Mission Activities has as the purpose of her work: (a) to lead Presbyterian Women into significant participation in the program of the church in World Missions, under the guidance of the Session; (b) to bring to all women of the church an awareness of the larger fellowship to which they belong as members of the church; (c) to help the women know and be sensitive to the needs of all people, particularly women and their families around the world; (d) to encourage them to be functioning members of the Body of Christ whose unity and fidelity will command for Christ the attention and response of persons outside the church; (e) to bring to the women some understanding of our contemporary world, to and in which we must witness; (f) to indicate some of the things women can do to maintain a supporting fellowship with all who are in the family of God; (g) to coordinate the mission families supported by Faith Presbyterian Church. She will coordinate with the Witness Committee on these activities.

The chairman shall choose what is best suited to the women from the ""Resources," section VII of the Presbyterian Women's MANUAL.

Section 4. The Search Committee Chairman has as the purpose of her work to serve as chairman of the Search Committee.

The chairman shall choose what is best suited for the women from the suggested "Guidelines for a Search Committee, " VIII-9, in the Presbyterian Women's MANUAL.

Section 5. The Membership Outreach Chairman has as the purpose of her work; (a) to contact

new Church members and apprise them of circle opportunities; (b) to reach out into the church community to increase the membership of Faith Presbyterian Women.

ARTICLE V  
Finance Committee

Section 1. The Finance Committee shall be composed of: the treasurer as chairman, the chairman of Personal Faith and Worship, the chairman of the Search Committee, the moderator and the vice-moderator.

Section 2. The Finance Committee shall prepare a proposed budget to present to the September meeting of the Coordinating Team. This proposed budget shall then be presented in the spring general meeting of Presbyterian Women for

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approval and adoption. The Finance Committee shall see that the "Budget Guidelines" as outlined in the MANUAL are followed as closely as feasible.

- Section 3. The Finance Committee shall follow the "Presbyterian Women's Giving" as suggested in the MANUAL or make such adaptations as necessary to conform to the plan of Faith Church and its unified budget.
- Section 4. Subject to approval by the session, the new budget will become effective with the beginning of the new administrative year for Presbyterian Women in September.

ARTICLE VI  
Circles

- Section 1. The entire membership of Presbyterian Women shall be divided into circles, of as equal strength as possible.
- Section 2. There shall be an elected chairman for each circle. Each circle shall have a co-chairman, spiritual growth chairman, and secretary-treasurer, as needed.
- Section 3. The co-chairman shall perform all the duties of the chairman in her absence.

ARTICLE VII  
Meetings

- Section 1. Regular meetings of the Coordinating Team shall precede circle meetings.
- Section 2. Special meetings of Presbyterian Women shall be held at the call of the moderator with general meetings held in the spring and fall of each year.

ARTICLE VIII  
Quorum

- Section 1. Five percent of the membership shall constitute a quorum for business sessions of Presbyterian Women, provided there are two general officers, committee chairmen and a representative from the majority of the circles.
- Section 2. Two general officers, two committee chairmen, and a majority of the designated representatives of the circles shall constitute a quorum for the Coordinating Team.

ARTICLE IX  
Parliamentary Authority

Robert's Rule of Order, Revised, shall be the parliamentary authority for Presbyterian Women. This is the authority used by the General Assembly, Presbyterian Church, U.S.A.

ARTICLE X  
Order of Business  
(For Business Session or Annual Meeting)

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1. Call to Order
2. Worship Service or Prayer
3. Roll Call or Attendance Count
4. Reading and Approving of Minutes
5. Reports:
  - Officers
  - Circles
6. Reports of Special Committees
7. Unfinished Business
8. New Business
  - Installation of Officers in the spring
9. Adjournment

ARTICLE XI  
Amendments

- Section 1. These bylaws may be amended at any regular meeting of Presbyterian Women by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous meeting and provided a quorum is established.
- Section 2. All such proposed amendments shall be submitted in writing, and signed by two members.

*Revised February 2005, Revised April 2007*

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**B. PRESBYTERIAN MEN**

The Presbyterian men at Faith Presbyterian Church is a loose federation of men's groups and gatherings. Consisting primarily of a weekly men's bible study group and men's monthly Friday morning breakfast, the gatherings are open to men of the congregation and any guests that may wish to participate.

*Established November 2004*