

Manual for Church Operations



Summerville Presbyterian Church

*A congregation of the Presbyterian Church (USA)
In the Charleston Atlantic Presbytery*

Approved by Session
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Manual for Church Operations

PURPOSE AND MISSION

Summerville Presbyterian Church ministers within and around the community of Summerville, South Carolina. We belong to a group of churches known as the Presbyterian Church (USA). Our mission is to share Christ, serve others, and grow together in faith.

INCORPORATION

In accord with the laws of the State of South Carolina, the Congregation shall cause a corporation to be formed consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the Congregation.

A President and Treasurer are elected annually by the Congregation to serve as the Trustees of the corporation in accord with the By-Laws of the corporation. Normally, the President shall be the active Clerk and the Treasurer shall be the active Chair of the Finance committee, but this is not required. These officers serve as trustees of the church. Trustees shall be on the active membership rolls of the church and shall have reached the legal age in accordance with current laws of South Carolina. There is no limit to the number of consecutive terms a trustee may serve.

Trustees are responsible for the following:

- a. Receive, hold, encumber, manage, and transfer property, real or personal, for the church.
- b. Hold and defend title to the corporation's property.
- c. Manage any permanent special funds for the furtherance of the purposes of the church.

GUIDING PRINCIPLES

The Summerville Presbyterian Church has been called by God and organized by the Charleston Atlantic Presbytery to proclaim the good news of Jesus Christ in worship and service to the needy, and to promote peace and justice in the world. Our church uses seven principles to guide our congregation as we worship and enjoy fellowship together and serve the larger community.

Worship - As we seek to be a Christ-centered people, we encourage all to celebrate God's Word, to joyfully worship God, and to listen to the Counsel of the Holy Spirit

Spiritual Growth - Grounded in scripture, we strive to become disciples and to foster a deepening faith in all generations.

Service - Instructed by Jesus to go into the world, and guided by the Holy Spirit, we aim to serve God's people.

Fellowship - Drawn together from diverse backgrounds, we seek to be a passionate church where all people are valued as brothers and sisters in Christ.

Finance: It shall be the duty of the Finance Ministry team to review, report, and advise on financial information to support decision-making and to safeguard the assets of the church.

Property: The Property committee oversees the care and use of our buildings and grounds.

Nurture - Building a strong, caring ministry of support for our members is foundational to preparing us to serve all His children.

GOVERNANCE

This church's Congregation and Session shall be governed in accord with the Constitution of the Presbyterian Church (U.S.A.), both its *Book of Confessions* and its *Book of Order*. Subordinate to that Constitution, these bylaws, and then the latest edition of *Roberts Rules of Order (Newly Revised)* shall provide specific guidance.

MEMBERSHIP

The Session shall receive and nurture members of the church. The Session shall create and annually review rolls for all members as currently defined by the Book of Order, as well as maintain the required registers.

MEETINGS

The Congregation shall hold its annual meeting within the first two months of the fiscal year. The business at that meeting shall include, but not be limited to, the following:

- Financial report for the preceding year
- Budget for the current year adopted by the Session (for information only)
- Proposed changes in the terms of call for the pastor(s)
- Election of corporate officers
- Election of Nominating Committee
- Review of reports from the pastor(s), the Session, and all church organizations (for information only)

Special meetings of the Congregation may be called with appropriate notice. The quorum for congregational meetings shall be the moderator and at least ten percent of its active members. Neither absentee ballots nor voting by proxy shall be permitted in any meetings.

WORSHIP

The Session shall ensure that services of worship of God are regularly and reverently held.

The Sacrament of the Lord's Supper shall be generally celebrated monthly as well as at other special times, as the Session may decide.

The Sacrament of Baptism shall be celebrated in accord with the principles of Presbyterian Polity and the Book of Order.

SESSION

The Summerville Presbyterian Church is governed by the Session, composed of up to 15 active Elders elected by the congregation in accord with the provisions of the Book of Order, Clerk of Session (one of the 15 active Elders), and the Senior Pastor, who serves as the Moderator.

The session is responsible for the mission and government of the particular church. It therefore has the responsibility and power:

- To provide opportunities for evangelism to be learned and practiced in and by the church;
- To receive members into the church upon profession of faith, reaffirmation of faith in Jesus Christ, or transfer of membership;
- To lead the congregation in participation in the mission of the whole Church in the world;
- To provide for worship, including the preaching of the Word, the sharing of the Sacraments, and the music program;
- To provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational programs, fellowship and mutual support, and opportunities for witness and service in the world;
- To develop and supervise the church school and the educational program of the church;
- To lead the congregation in ministries of personal and social healing and reconciliation;
- To challenge the people of God with responsible Christian stewardship of money and time and talents,
- To establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes;
- To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God;
- To engage in a process of education and mutual growth of the members of the session;
- To instruct, examine, ordain, install, and welcome common ministry elders after their election by the congregation;
- To delegate and to supervise the work of all organizations and task forces within the congregation, providing for support, report, review, and control;
- To provide for the administration of the program of the church, including employment of non-ordained staff;
- To provide for the management of the property of the church;
- To maintain regular and continuing relationship to the higher governing bodies of the Church;
- To establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality;
- To serve in judicial matters in accordance with the Book of Order;
- To keep an accurate roll of the membership of the church.

The Session shall hold stated meetings each month, generally, on the third Monday of each month. Special meetings may be called with a minimum of 24 hours' notice. The quorum for Session meetings shall be the moderator and a majority of elders in active service on the Session, with one exception to allow at least three elders, representative of the entire session to act in lieu of the whole session for two particular meetings, the examination of new elders and deacons and the reception of new members. Neither absentee ballots nor voting by proxy shall be permitted in any meetings.

ELDERS

Elders are chosen by the people of the church and generally serve three-year terms of active service. A youth elder may be nominated and elected, with a term of one year. Youth elder nominations are not guaranteed each year.

According to the Book of Order, together with the pastors, elders “exercise leadership, government, and discipline and have responsibilities for the life of a particular church as well as the church at large.”

Elders should be “persons of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel, both within the church and in the world.”

At Summerville Presbyterian Church, elders are assigned to ministry teams where they provide leadership and guidance.

Fifteen Elders serve a term of three years, with one-third being replaced each year. One Youth Elder may be elected for a one-year term. In the event an Elder resigns from office and more than one year remains on their term, the Nominating Committee is responsible to recommend a replacement for vote by the congregation to fill the vacancy. No Elder may serve consecutive terms, either full or partial, aggregating more than six years. An Elder having served a total of six years shall be ineligible for re-election for a period of at least one year. Those elected as elder shall be prepared and examined by the Session.

The Senior Pastor of the Church serves as the Moderator of the Session. The Moderator presides over all meetings and may call a special meeting when deemed necessary. An Associate Pastor, or other person designated by the Pastor, may serve as the Moderator in the absence of the Pastor or at the discretion of the Pastor.

The Stated Clerk of Session is an active Elder to be elected by the Session. The Clerk is elected annually but typically will serve for 3 consecutive years. In the third year of the current clerk’s service, the nomination process for elders must ensure that the incoming class includes the selection and training of a new Clerk of Session. The Clerk of Session typically serves as the President of the Corporation and is subject to election by the congregation at the annual meeting.

Summerville Presbyterian Church is represented at stated meetings of the Charleston Atlantic Presbytery. Each year the Presbytery shall notify Summerville Presbyterian of its allotment of representatives to Presbytery meetings. Representatives are Elders elected to this position by the Session prior to each Presbytery meeting. The elected representatives (Elder Commissioners) will attend the meeting of Presbytery; vote on issues presented before that body and report the Presbytery’s actions to the Session.

The Session of Summerville Presbyterian Church supports and nurtures Elders. The Elders are assigned increasing responsibility as they progress through their time of active service on the Session. Ordinarily Elders serve in the following capacities dependent on their year of service. First year elders typically serve as a team member, using the year to learn the duties of the team. Second-year and third-year elders typically assume leadership roles. Experienced elders may assume leadership roles in the first year as required to support the ministry.

The SPC Mission Statement with Guiding Principles shall guide the Session as it carries out its responsibilities. The work of the Session is currently organized into seven Ministry Teams. The Ministry Teams of Session are:

- Worship
- Spiritual Growth

- Service
- Fellowship
- Finance
- Property
- Nurture

The clerk will maintain an annual calendar and ensure that the following additional responsibilities are handled at the appropriate times:

- June - Ensure Stewardship Committee has been formed.
- July - With the pastor, prompt the Nominating Committee to begin its work of finding those to fill next year's classes of elders and deacons.
- October - Begin the annual review of the membership rolls.
- November - Distribute and solicit changes to the Operations Manual
- December - Prompt the ministry teams to begin work on their annual reports.

DIACONATE

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

The role of the Deacon includes staying routinely connected to members of their flocks, establishing a two-way communication between members and their assigned deacon, staying abreast of celebrations and needs, and sharing those needs (prayer requests and possible specific interventions) with pastors and the appropriate crisis ministries (short, intermediate, or long term; individual or group care) under the Nurture Ministry Team umbrella. Specific actions include:

- Making initial contact with members of their flocks.
- Making quarterly calls to members of flock
- Sending periodic cards to flock members (Easter, Thanksgiving, Christmas, birthdays)
- Visit/call/send cards/pray(ing) with members who are ill, in the hospital or a rehab center, etc.
- Referring prayer requests and concerns to the Pastor(s), NMT and Congregational Care.
- Attending regular scheduled deacon meetings
- Attending an annual combined meeting of elders and deacons

Structure of the SPC Diaconate:

- The Diaconate will consist of 15 deacons.
- Each deacon will serve for a term of three (3) years.
- Book of Order G-2.0202 indicates that the ministry of the deacons "is under the supervision and authority of the session." At SPC, direct supervision will be regularly provided by the Nurture Ministry Team, and annually in a meeting with the Session as a whole.
- A Deacon Moderator will be elected from the sitting deacons. Specialized roles for the Moderator include:

- Sitting on the Nurture Ministry Team as a deacon liaison
- Planning/leading monthly deacon meetings.
- Serving as a communication link between deacons and session
- Specialized roles for the Vice Moderator include:
 - Serving as liaison to the Congregational Care Team
 - Recording and maintaining minutes and forwarding a copy to the Clerk of the Session.

MINISTRY TEAMS, COMMITTEES, AND ORGANIZATIONS

The Session shall establish, discharge, and review the actions of any committee or other organization within the Congregation.

Ordinarily, an Elder in active service shall chair each Ministry Team. One or more additional Elders currently serving on the Session shall also be recommended to serve on each Ministry Team. Ministry Team Chairpersons and Elders, in consultation with the Professional Staff person assigned to each particular Ministry Team, and the members of the Ministry Team, shall recruit persons to serve on each Ministry Team. The membership of each Ministry Team shall be reconstituted at the beginning of each year.

Ministry Team meeting minutes, with Motions called out, and staff reports shall be submitted to the Moderator or Clerk no later than the Wednesday prior to the stated meeting of Session so that they may be included in the agenda and support information. Items for Session's information should be submitted, preferably electronically, for distribution in the pre-meeting email or at the meeting.

Each Ministry Team shall organize itself in the manner it determines best for effectively and efficiently fulfilling its responsibilities. Some ministries within the church are self-sustaining and led by a focal person who leads based on passions and gifts. This encourages more active involvement by all church members, alleviates workload for sitting elders, develops continuity, builds discipleship, and builds a class of potential new Elders by identifying individuals with leadership qualities.

From time to time, the Session may choose to elect a committee to fulfill a specific task. Members of this committee are selected from the congregation. The Nominating Committee is separate and has specific requirements which follow later. Each congregational committee will be composed of eight people:

- Two from the Session, at least one of whom will be a continuing Session member. No other committee member may be an active Elder.
- Six members who represent a cross section of the Church, both in age and in service.

WORSHIP MINISTRY TEAM

Mission

The Worship Ministry Team serves SPC by striving to provide worship opportunities for our entire membership. We will work together throughout the church year in creating worship services and music programs that not only promote the spiritual growth of our

membership, but also provide opportunities for our membership to reach out to one another in God's name through Word and song.

Guiding Principle

As we seek to be a Christ-centered people, we encourage all to celebrate God's Word, to joyfully worship God, and to listen to the Counsel of the Holy Spirit.

Structure

The Ministry Team shall consist of two active elders, one of whom will serve as chair; a representative of the Choir; and other members of the congregation at large. The Pastor, Director of Music, and Organist shall serve as advisory members.

Ministries

Under the provisions of the Book of Order, the Worship Ministry Team is responsible for the Worship of the church in all its aspects. Its duties shall include the following areas:

1. Sacraments

The Lord's Supper

The Ministry Team on Worship shall work with the Pastor to ensure that the Sacrament of the Lord's Supper is regularly celebrated, and that in its celebration we remember its institution by Jesus Christ when He ate with His disciples on the night in which He was arrested, acknowledge its present call to rededication and obedience, and give thanks for its promise of God's grace and presence with us for the future. The arrangement for the celebration of the Lord's Supper shall be in its charge. It shall train the Elders of the church for the serving of the Sacrament.

Baptism

The Worship and Music Ministry Team shall be apprised of any Sunday when there will be a child presented for infant baptism or an adult for baptism. They will make certain that the baptismal font contains water and is ready for use and will see that a baptismal certificate is completed and given to the parents at the close of the baptism service.

2. Music

The Worship Ministry Team shall work with the Pastor and Director of Music to lead, develop, and direct the church's music ministry in worship, education, and congregational participation in music. The Director of Music shall present a regular report to the Worship Ministry Team including recommendations concerning all proposed plans and programs needing the Session's approval.

3. Special Services

The Worship Ministry Team shall work with the Pastor and the Director of Music in connection with all special services throughout the year, such as services during the Advent and Christmas Season, the Lent and Holy Week Season, and special Communion Services.

4. Children in Worship

The Worship Team is responsible for making preparations for children to be engaged in worship.

5. Ushering and Offering

Ushering and offering responsibilities during worship are to be discharged by the Worship Ministry Team.

6. Pulpit Supply

The Worship Ministry Team shall be responsible for guest speakers for special occasions and when the Pastor is absent. The Chairman, in consultation with the Pastor, shall determine the amount of honorarium, consistent with Presbytery guidelines, to be paid and make certain that a check (including the honorarium and all expenses) is either given to guest speaker before departure or forwarded without delay.

7. Service Aids

The Worship Ministry Team shall plan and propose to the Session all types of aids to the worship of the church, including sanctuary appointments, bulletins, hymnals, Bibles, and audio equipment. This shall include responsibility for the use, storage, and cleaning of any materials or equipment used in worship in the sanctuary.

8. Flowers

The Worship Ministry Team shall have oversight of the use of flowers in worship and shall also be responsible for flowers and decorations in the church during the Special Seasons of the Christian year.

9. Family and Individual Worship

The Worship Ministry Team shall also encourage family and personal devotions among its members, and, at times, it shall either furnish and/or compose materials to be distributed to the membership for this purpose.

10. Wedding and Funeral Policies

The Ministry Team is also responsible for creating and updating policies for both weddings and funerals which then will be taken to Session for its approval. These policies are included in the Appendix.

11. Rosebuds

A rosebud is placed in the sanctuary when a member's baby is born.

12. Baptismal Bibles

The Worship Ministry Team shall purchase, prepare, and present age-appropriate Bibles for those who receive the Sacrament of Baptism.

13. Finances

The Worship Ministry Team shall seek to arrive at a suitable financial plan that will provide adequate financial support for the worship program. Each fall at the request of the Finance committee, the Worship Ministry Team, through its chairman and the staff member most directly involved with its work, shall state its financial needs and interpret its program to the Finance Committee.

SPIRITUAL GROWTH MINISTRY TEAM

Mission

The Spiritual Growth Ministry Team seeks to provide opportunities, resources, and relationships to study and develop skills which will enable every member to grow in their relationship to God and, thus, demonstrate to others God's love in the world.

Guiding Principle

Grounded in scripture, we strive to become disciples and to foster a deepening faith in all generations.

Structure

The Spiritual Growth Ministry Team will consist of two elders, appropriate staff members, and members of the congregation at large. An elder will serve as chair. Representatives from each Sunday school class and youth membership are encouraged.

Ministries

It shall be the duty of the Spiritual Growth Ministry Team to guide the church in its program of teaching and learning to the end that adults, young people, and children may grow in faith and knowledge. The Spiritual Growth Ministry Team is dedicated to:

- Declaring the Good News of Jesus Christ to all God's children
- Assimilating new members into the fellowship and discipleship of the church family
- Providing all with opportunities for spiritual growth and renewal

The Spiritual Growth Ministry Team shall work to develop a program of systematic Bible study that best meets the needs of the church, and which shall include the following responsibilities:

1. Sunday School (All ages)

Spiritual Growth Ministry Team shall encourage Church members and visitors to attend Sunday school and including responsibility for the annual Rally Day program.

2. Children's Education

The Spiritual Growth Ministry Team shall have oversight of all aspects of the children's educational program of the church. They shall assist the appropriate staff and laity in developing an effective program for the children of the church and seek to involve them in the total life of the church. This is to include Sunday school activities, children's fellowship programs, retreats, etc. To this end the Spiritual Growth Ministry Team shall:

- a. Approve curriculum, teachers, and classroom space for Sunday school.
- b. Implement and support weekly programs for elementary-aged children, including teachers and curriculum.
- c. Plan and implement the Vacation Bible School program and encourage participation of church members in this particular phase of the education program.
- d. Plan and implement the Joy Kids program and encourage participation of church members in this particular phase of the education program.
- e. Coordinate the nurseries of the church and establish rules and procedures for the care of our young children.

3. Youth Education

The Spiritual Growth Ministry Team shall have oversight of all aspects of the Youth Program of the church. They shall assist the staff in developing an effective program for the youth of the church and seek to involve them in the total life of the church. This is to include Sunday school activities, youth fellowship programs, retreats, etc. To this end the Spiritual Growth Ministry Team shall:

- a. Approve curriculum, teachers, and classroom space for Sunday school.
- b. Develop, in cooperation with the with appropriate staff and laity, a program of leading non-confirmed members of the church into confirmed membership through annual confirmation classes.
- c. Implement and support youth fellowship activities for both Middle and High School students.
- d. Be responsible for the summer program for youth as it relates to the Sunday school, youth fellowship, and other aspects of the youth program.
- e. Develop a broad, supportive fellowship of Presbyterian youth in our area and with Christians of other denominations through such organizations as are available and approved by the Session.
- f. Encourage qualified young people with the challenge of church vocation and encourage attendance at church college and seminary youth weekends.

4. Adult Education

- a. Approve curriculum, teachers, and classroom space for Sunday school.
- b. Promote other study groups in Bible, Theology, Worship, etc., which will develop a responsible and educated laity.

5. Camps and Conferences

The Spiritual Growth Ministry Team shall be responsible for getting information regarding denominational, synod, and presbytery camps and conferences to the responsible persons in other areas of the church. They shall encourage attendance at conferences, camps, meetings, training sessions, etc. for adults and youth in

Summerville Presbyterian Church, and determine policies relating to those who attend.

6. Library

The Spiritual Growth Ministry Team shall have oversight of the library and shall appoint a special committee to work in this area.

7. Special Programs

The Spiritual Growth Ministry Team will provide support to seasonal programs as requested, such as Wednesday Night Live

8. Educational Supplies and Supply Room

The Spiritual Growth Ministry Team shall have responsibility to keep educational supplies available, in adequate supply, and in organized and good condition so that they may be used effectively.

9. Presbyterian Pilgrimage

The Spiritual Growth Ministry Team shall promote and support South Carolina Presbyterian Pilgrimage, a weekend retreat held two times per year for Christians to joyfully refresh their spirits along their faith journeys.

10. Presbyterian Women

The Spiritual Growth Ministry Team shall support the SPC Presbyterian Women's organization.

11. Child, Youth and Vulnerable Adult Protection

The Spiritual Growth Ministry Team shall develop, establish and train all volunteers in the protection policy, in compliance with the protection code approved by Session.

12. Finances

The Spiritual Growth Ministry Team shall work to arrive at a suitable financial plan that will provide adequate support for the Spiritual Growth Ministry Team programs. The Spiritual Growth Ministry Team, at the request of the Finance committee (which is a subcommittee of the Support Ministry Team), shall state its financial needs and present its proposed programs to the Finance Committee and Session55

SERVICE MINISTRY TEAM

Mission

Our mission at Summerville Presbyterian Church is to serve as instructed by Jesus, to go into the world and carry on the Lord's work by serving God's people everywhere. We are directed as a church by God to feed the hungry, clothe the naked, house the homeless, heal the sick, and teach in His name. The Service Ministry Team works to provide donations and volunteers from our congregation and congregational friends to support various mission programs at the local, regional, and global levels. The Service Ministry Team also serves SPC by leading the congregation in its mission to its own members. We work with other church groups to help the congregation develop a sense of community that is characteristic of the Church of Jesus Christ. SPC serves all members; however,

there are certain populations that we target: those living in retirement or health care communities, the ill, the disabled, those in personal crisis, the grieving, the hospitalized, college students, newborn infants, and those baptized.

Guiding Principle

Instructed by Jesus to go into the world, and guided by the Holy Spirit, we aim to serve God's people.

Structure

The Service Ministry Team shall include two active elders, one of whom will serve as chair and other members from the congregation at large. One of the ministers on staff shall serve as an advisory member. Each of the programs sponsored by the SMT will have a lead contact person from within the ministry team.

Ministries

The Service Ministry Team, as its name suggests, shall have responsibility for leading the congregation in its mission and outreach to the world and into a more effective ministry of service in the name of Jesus Christ. To this end, it shall be concerned with both current and potential new ministries in the following areas:

1. Local Mission

The Service Ministry Team shall plan, initiate, coordinate, and carry out projects and programs of service and witness in the community as needs are identified to which the congregation can respond. Current ministries include Hands of Christ, Dorchester County Community Outreach (Home of Hope and Hope's House), Habitat for Humanity, Meals on Wheels, HELP of Summerville, Jail Ministry, and many other local missions.

2. Regional Mission

The Service Ministry Team will engage the congregation in missions to aid in emergency relief efforts, especially those sponsored by Presbyterian Disaster Assistance in the southeast region of the US. SMT will work with the Director of Youth Ministries and the Spiritual Growth Ministry Team to assist with funding for and to provide leadership for SPC's youth mission trips. SMT shall keep the congregation informed about the programs of the Presbyterian Church (U.S.A.) at the Presbytery, Synod, and General Assembly levels as these programs involve the mission of witness and service and make use of benevolent funds.

3. Global Mission

The Service Ministry Team will lead the congregation in its global outreach establishing and maintaining a relationship with another Christian congregation in a different culture. SMT will coordinate sharing of experiences with that congregation, both at their location and here at SPC, to include inter-generational trips to visit and minister at the "sister" congregation's location. The Service Ministry Team is also charged with publicizing and collecting special benevolent offerings authorized by the Session, such as One Great Hour of Sharing, Peace &

Global Witness, and Christmas Joy offerings. SMT shall educate the congregation as to the purposes of these offerings.

FELLOWSHIP MINISTRY TEAM

Mission

The mission of the Fellowship Ministry Team is to minister to the members of our church, helping them to develop that sense of community that marks the church of our Lord and Savior, Jesus Christ. Our goal is to guide the congregation into a deeper fellowship and to provide for all members of the church personal and family nurture in Christian fellowship.

Guiding Principle

Drawn together from diverse backgrounds, we seek to be a passionate church where all people are valued as brothers and sisters in Christ.

Structure

The Fellowship Ministry Team shall include two active elders, one of whom will serve as chair and members from the congregation at large. The Pastor will serve as an advisory member.

Ministries

The duties of the Fellowship Ministry Team are to guide the congregation into a deeper fellowship and to provide for all members of the church personal and family nurture in Christian fellowship. In discharging their responsibility for the congregational program of the church, the Fellowship Ministry Team seeks ways to improve the church's ministry to, and nurture of, identifiable groups in the congregation and implements such improvements. In carrying out their duties, the Fellowship Ministry Team shall discharge the following responsibilities:

1. Congregational Activities

Create, coordinate, and have oversight of all congregational activities of fellowship. Such activities include but are not limited to:

- a. Wednesday Night Live Fellowship Dinners (To plan and direct twice a year, in coordination with the Spiritual Growth Ministry Team, a series of weekly, evening, fellowship dinners.)
- b. Prime Timer
- c. Saltshakers
- d. Church Picnic
- e. Pig Pickin'
- f. Pastor Appreciation
- g. New Member Dinner with Nurture
- h. Senior Luncheon
- i. Lemonade on the Lawn
- j. Miscellaneous activities on a random basis, e.g., SPC night at baseball and/or hockey games

- k. Maintain and order, as required, consumable pantry supplies for church kitchen.
- l. Monitor table settings and cooking utensils inventory and order replacements as required.

2. Preparation and Serving of Meals

As our congregation and programs have increased, so have the demands for use of our kitchen facilities, equipment, and supplies. The following is an attempt to clarify the role Fellowship Ministry Team plays in this area and the role that all other Ministry Teams should play. Fellowship hosts and is responsible for the serving and cleanup of meals for the following events:

- a. Wednesday Night Live
- b. Pig Pickin'
- c. Church Picnic
- d. Senior Lunch

All other teams are responsible for preparation and cleanup of all other meals that are served for programs which they host. These include, but are not limited to, the following examples:

- a. Stewardship Dinner
- b. Mission Emphasis Dinners
- c. Evangelism Luncheon
- d. Pastoral Care Seminars
- e. Presbyterian Women Luncheons/Dinners
- f. Trunk or Treat
- g. College of Elders Dinner

The Fellowship Ministry team will assist in training a member from each Ministry Team on how to prepare coffee and tea and how to run the dishwasher for upcoming events. Each Ministry Team will contact a Fellowship Elder to arrange for training.

The ultimate goal is to have trained kitchen personnel on each ministry team.

It is imperative that a BLUE EVENT/ CALENDAR FORM be submitted to the office on a timely basis, completing the reverse side of the form indicating your need for supplies, facilities, and assistance. If you have any questions regarding this information, please contact any of the Fellowship elders.

3. Finances

The Fellowship Ministry Team shall derive from historical data and projections a financial plan that will adequately support the fellowship program of the church. Each fall, at the request of the Finance committee, the Ministry Team's chairman shall prepare and present a projected budget for the upcoming year.

FINANCE MINISTRY TEAM

It shall be the duty of the Finance Ministry team to review, report, and advise on financial information to support decision-making and to safeguard the assets of the church. To this end the Finance committee shall:

1. Review the financial status of the church on a monthly basis and report its findings to the Session.
2. Monitor revenue and expenses throughout the year.
3. Monitor all church funds and accounts.
4. Receive budget requests from church ministry teams and prepare a church budget that meets fiscal needs and is funded through pledges and other forecasted donations.
5. Compose the asking budget to be submitted to the Session for approval, after consultation with all church committees and after all pledges are in. Make any necessary adjustments and present a final budget to Session for approval.
6. Make a study of the special funds of the church in the form of trusts, endowments, special gifts, etc. and make recommendations to the Session as to the best stewardship of such funds.
7. Plan ways of encouraging memorial gifts to the church and to institutions of the church, and make these opportunities known to the congregation. Make recommendations to the Session regarding the use of memorial funds or gifts.
8. See that an annual review of the church finances is conducted each year in accordance with the Book of Order. Upon receipt of the annual review audit, the Finance committee shall review the report, prepare a response to the recommendations or commendations, and present the report and findings to Session.
9. Present policies concerning fundraisers to Session for approval.
10. Work with and evaluate the work of the Church's Financial Manager.
11. Recommend annually the amount for benevolences to be included in the budget and those benevolences which the church should support.
12. The Session will suggest a nominee for the Treasurer annually, to be voted on by the congregation.

PROPERTY MINISTRY TEAM

The Property committee oversees the care and use of our buildings and grounds. The Property committee shall have oversight of that aspect of the church which concerns its physical facilities and those support services which are necessary in the ongoing program of the church. Specifically, this group shall have oversight of the following areas:

1. Church Property – (Building and Grounds)

The Property committee shall be responsible for the maintenance, repair, replacement, and additions to the church buildings, grounds, and cemetery. This shall include working with and evaluating the performance of the church sexton(s).

2. Use of the Church Facilities

The Property committee will formulate guidelines and policies for the use of the church facilities. They shall also receive and approve requests by groups/programs who wish to use the facilities of the church.

3. Insurance

The Property committee shall be responsible for seeing that all types of insurance relative to property owned by the church and possible liability of the church are reviewed for need and use yearly, and report to the session the finding of such review. Any and all changes to the policies shall be approved by the Session. The insurance policies shall be maintained in a safe place in the church office with a copy retained by the Chair of the Property committee.

4. Annual Inventory

The Property committee shall be responsible for seeing that an annual inventory is taken of all church equipment and furnishings.

5. Finances

The Property committee shall seek to arrive at a suitable financial plan which will provide adequate financial support for the upkeep of the church and grounds. In early fall, at the request of the Finance Team, the Property Team shall determine and state its financial needs.

6. Old White Church Cemetery

The Property committee shall ensure that the grounds and property of the cemetery are properly maintained and in good repair. The committee shall ensure that a plot survey is maintained and updated when required. The committee shall ensure that the cemetery policy is readily available to the congregation.

NURTURE MINISTRY TEAM

Mission

The mission of the Nurture Ministry Team is the care of the members of our SPC congregation and community. Reminiscent of Jesus' words to Peter, we seek to show our love by "tending His sheep" (*John 21:17*).

Guiding Principle

Building a strong, caring ministry of support for our members is foundational to preparing us to serve all His children.

Structure

The Nurture Ministry Team shall include two active elders, one of whom will serve as chair, a member of the pastoral staff, and volunteer participants from the congregation. While the Congregational Care Committee (CCC) will function as an independent subset of the Nurture Team, it will include a member of the pastoral staff and a representative of the Nurture Team, preferably an elder. Close communication between the Nurture Team, pastoral staff, deacons, the CCC, and other Nurture Ministries is essential for the Nurture Team to meet its mission at SPC.

Ministries

1. Congregational Care Committee

The Nurture Team shall support the work of the Congregational Care Committee in their ongoing mission to respond to members in illness, when recovering, those who are shut-in or grieving. This mission includes phone calls, visits, sending cards, arranging and delivering flowers, delivering prayer shawls, preparing and delivering meals and coordinating memorial receptions.

2. Assimilation of New Members

The Nurture Team shall assist with the welcome, support and integration of new members through facilitation of the Pastor's Inquirer's Class; the SPC Shepherding Ministry, designed to help new members become actively involved in the life and work of the church; and by co-hosting an annual New Members' Dinners.

3. Prayer Ministries

The Nurture Team shall support the prayer life and needs of the congregation through multiple prayer ministries:

SPC Prayer Covenant – a weekly prayer list, updated with the support of the Team, and published in the church E-blast.

SPC Prayer Gathering - a bi-monthly meditation service incorporating scripture and prayer for personal and congregational needs.

SPC Prayer Shawl Fellowship - a group who produce prayer shawls for those who are grieving, shut in, or recovering from illness or surgery.

4. Card Ministry

The Nurture Team shall periodically recognize the contributions and achievements of our members, including confirmands and graduates, and staff through its card ministry. The Book of Life remembrance cards shall be sent to our members upon the first few anniversaries of the loss of a loved one. Additionally, the team shall provide outreach cards to Meals on Wheels recipients at Easter, Thanksgiving and Christmas.

5. Intervention Ministries

The Nurture Team shall sponsor multiple crisis ministries in support of congregants in special need. Each of these ministries shall also be open to community members.

GriefShare – a scripturally-based, support group program to help people who are grieving the loss of a loved one.

DivorceCare – a scripturally-based, support group program that provides coping strategies and emotional support for those who are separated or divorced.

Stephen Ministry - a long-term, one-on-one caregiving ministry, supporting people enduring life's struggles.

6. Member Transportation

The Nurture Team shall assist members who are unable to drive with transportation to medical visits and appointments as appropriate and pre-scheduled.

7. Follow the Carpenter

Recognizing that some members of our church family are unable to accomplish simple home repairs, the Nurture Ministry Team shall match those needing work done at their homes with members of the congregation who have volunteered their time and talents.

8. Finances

The Nurture Ministry Team shall seek to arrive at a suitable financial plan that will provide adequate financial support for the Nurture programs. Each fall the Nurture Ministry Team, at the request of the Finance committee (through its chairman and the staff member most directly involved with its work), shall state its financial needs and present a proposed budget to the Finance Ministry Team.

PERSONNEL COMMITTEE

Mission

The Personnel Ministry Committee shall have general oversight of the church staff and of the functions, policies, and procedures of the church office.

Guiding Principle

The Personnel Ministry Team will strive to ensure maximum effectiveness and efficiency of the total operation dedicated to serving the Lord through its various duties and functions. It is important that the Personnel Ministry Team not interfere with the ongoing supervision that the head of staff provides. In such situations the Personnel Ministry Teams works in a supportive and counseling relationship with the head of staff and with other staff, as needed.

Structure

The ministry team shall consist of at least 5 members, nominated from the following committees, one each from worship, finance, spiritual growth, and nurture. The clerk and/or pastor shall recommend someone from the congregation or session to serve. Two of the members shall be active elders. One of the active elders will serve as chair. No member of the committee can serve more than three consecutive years. While it is possible to have new members each year, the session and ministry teams shall endeavor to maintain consistency each year. Attention should be given to selecting members who have management, legal, or personnel background so as to strengthen the actions of the committee. The Senior Pastor shall serve as ex-officio. Session shall approve the membership of the committee each year.

Responsibilities

- Recommend to Session position descriptions for all staff.
- Review and recommend to Session compensation packages for all staff.

- Recommend to Session Personnel policies.
- Encourage professional growth and development for all staff.
- Recommend to Session ways to manage risk liabilities related to staff work.
- Implement a plan of equal employment opportunities, developed in consultation with the presbytery and approved by the session.
- Work with the pastor to provide for a review process for all staff to assist in work planning.
- Act as a support group for the pastor and other members of the staff.
- Confer with the pastor on any important issues of concern.
- Evaluate annually the performance of the Pastor(s) each year.
- Upon annual request of the Finance Committee, submit an itemized budget for the following fiscal year.

Relationships and Accountability

The committee is accountable to the session. It will present a written report to the session following each committee meeting.

NOMINATING COMMITTEE OF THE CONGREGATION

The committee on Nominations shall be elected by the congregation each year and shall be composed of three elders from the Session whose terms are expiring. These elders shall recruit five others, representing diverse groups and ages. Typically, this will include at least one Deacon along with a representative from: Presbyterian Women, the Adult Sunday School Classes, the Youth, and the Choir. A Youth representative is not always required each year.

Duties

- To solicit names from the congregation and compose a slate of elder nominees to be presented to the congregation for election in the 4th quarter of each year.
- Other duties as requested by session.

Regarding Elder nominations, every effort will be made to assign new elders to their specific gifts. The Chair of the Nominating Committee, the Clerk, and Senior Pastor will work with the new Elders to assign as appropriate.

STEWARDSHIP COMMITTEE OF THE CONGREGATION

The Finance Committee and Worship Ministry Team shall each designate a member, who will recruit additional members from the congregation to form a working stewardship committee. Their task will be to plan and direct a year-round, comprehensive program of stewardship education (in cooperation with all the Ministry Teams) by which the entire program of the church is explained to the congregation. The stewardship committee will direct the fall financial stewardship campaign. At least one member will be an active elder to ensure a direct line of communication to Session. Before disbanding, the Stewardship Committee will ensure that the chair and designees from the ministry teams be selected for the following year.

Duties

- To solicit names from the congregation and compose a slate of elder nominees to be presented to the congregation for election in the 4th quarter of each year.
- Other duties as requested by session.

Regarding Elder nominations, every effort will be made to assign new elders to their specific gifts. The Chair of the Nominating Committee, the Clerk, and Senior Pastor will work with the new Elders to assign as appropriate.

RECORDS

The Clerk of Session shall ensure that there are proper and adequate minutes, duly approved, other appropriate records, and submit them to the Presbytery as required in the Book of Order.

FINANCES

It is the responsibility of the Session to prepare and adopt a budget to support the congregation's mission and determine the distribution of the congregation's benevolences. This includes authorizing offerings and accounting for the proceeds of such offerings and their disbursements, providing full information to the congregation concerning its decisions in such matters.

MISCELLANEOUS POLICIES

(To be included in the manual as attachments)

- Wedding/Reception Policies
- Funeral Policies
- Policies Regarding the Use of the Church Building & Grounds by Non-Church Related Groups and Organizations
- Bus Policy
- Cemetery Policies
- Background Checks
- Personnel Policies
- Children, Youth and Vulnerable Adult Protection Policy

CHANGE LOG

Session Approval Date	Change to be Made to the Operations Manual	Date Change was Added
March 2018	Update Personnel Committee membership and responsibilities (page 19)	May 1, 2018 <i>BMay</i>
April 2018	Update Property responsibilities and remove Disaster Committee (page 19)	
April 2018	Removed third focus ministry (DPRC) bullet point from Property (page 19)	June 18, 2018 <i>BMay</i>
August 2018	Added sentence under Personnel, Point 2 (page 21)	8/30/18 N.West
August 2018	Deleted entire Spiritual Leadership Team info and replaced with updated Session Planning and Training TEAM info (page 8)	8/30/18 N.West
February 2019	Update duties of the Personnel Committee	2/11/19 Hunter Harris
March 2021	Review and update of manual	2/21/2021 Hunter Harris 3/20/21 Sandy Lindsay
January 2022	Update and review of all sections	Session motion and approval 1/17/2022
February 2023	Update and review of all Sections	Session approval 2/20/2023
September 2023	Clarified the Clerk as one of the 15 active Elders (not making the Session 16 Elders)	Session approval 9/18/23
January 2024	Updated Nominating Committee section	Session approval 1/15/24