

MANUAL OF OPERATION

First Presbyterian Church
Lynn Haven, Florida

THE SESSION AND ITS MEETINGS

The stated meetings of the Session shall be held monthly at the church. Called meetings of the Session shall be held in accordance with the Book of Order (BOO) section G-10.0200.

Copies of the Session minutes, the monthly financial statement, and the agenda shall be sent prior to the next monthly meeting to all members of the Session.

THE RESPONSIBILITIES OF THE SESSION

The responsibilities of the Session are those given to it by the BOO section G-10.0102, including the responsibilities assigned to the Deacons by the BOO section G-6.0400.

In order to perform its tasks the Session shall divide its work into six (6) areas, and appoint a committee to plan and supervise the work in each area. Although the committees are given certain responsibilities in their defined areas, the Session retains final authority over all committee decisions. Specifically, the Session shall be responsible for the following:

1. Approval, rejection or modification of recommendations from the committees.
2. Providing instruction to the committees on interpretation of matters relevant to their individual responsibilities
3. Formation and direction of task forces to carry out special projects of the Session.
4. Taking required action to elect a nominating committee to fill elder vacancies. The committee shall be formed in August using the procedures in BOO section G-14.0200.
5. Reviewing the procedures established and activities conducted by all organizations within the church to see that they are in accordance with local policy and the BOO.
6. Election of representatives to attend Presbytery meetings.

ELDER ROTATION, ELECTION, AND INSTALLATION

ELDER ROTATION

The Session is composed of twelve (12) elders divided into three classes of four (4) elders each. The elders shall be elected to serve for a period of three (3) years except where elected to fill an unexpired term.

Elections shall be held annually, and elders completing a full three year term shall be ineligible for re-election to the Session for a period of one (1) year after their term ends. The term of the office

begins January 1, and ends on December 31 in the year of their class designation.

ELECTION OF CHURCH OFFICERS

A Nominating Committee, comprised of three elders whose terms of service end with the current year plus four members elected by the congregation, shall be formed in accordance with BOO Section G-14.0201B to provide nominations to fill vacancies on the Session. This committee shall be formed no later than September 1 to fill the January 1 vacancies in the normal officer rotation. This committee will serve for one year. The nominations for the regular rotation of officers shall be brought before a congregational meeting no later than October 1 and as soon as possible for mid-term vacancies. At the congregational meeting, opportunity for nominations from the floor shall be given. However, for a nomination from the floor to be in order, the person so nominated must have been contacted and have agreed to serve if elected.

The specific instructions to the nominating committee include:

1. The committee shall actively request the congregation to submit names of persons to be considered by the nominating committee.
2. The committee shall meet and consider every name presented and select the best qualified nominees to be presented to the congregation.
3. The committee shall ensure that the persons to be nominated have indicated their willingness to accept the responsibilities and obligations of the office.
4. Whenever possible, care should be taken to see that persons nominated are a representative cross section of the church membership in race, sex, and age.
5. The number of names the committee nominates shall be equal to the number of vacancies to be filled.

The vacancies will be filled by vote of the congregation at a congregational meeting. Notice of the congregational meeting shall be given according to the requirements of the BOO.

CLERK OF THE SESSION

The Clerk of the Session is elected by the Session for a period of one year beginning in January. Duties of the Clerk are found in the BOO sections G7.0307, G9.0203, and G10.0301.

THE CHURCH TREASURER

A church treasurer shall be nominated by the Stewardship Committee and elected by the Session prior to the beginning of each year. The term of office shall be one calendar year. The church treasurer shall be responsible for signing checks drawn on the church's bank accounts. The Stewardship Committee shall maintain a list of other persons authorized to sign church checks and, in the Treasurer's absence, shall designate another signer from its list of persons so authorized.

THE COMMITTEES OF THE SESSION

A. In order to perform its work, the Session is divided into six committees.

1. The Christian Education Committee
2. The Community Outreach Committee
3. The Congregational Care Committee
4. The Property and Maintenance Committee
5. The Stewardship Committee
6. The Worship Committee

B. Membership and organization of the Committees.

1. The Session shall assign from its members persons to serve as moderator and vice moderator of each committee. This assignment shall be accomplished immediately after the class of elders for the next year has been elected. The moderator and vice-moderator shall guide the work of the committee as well as act as liaison between the committee and the Session.
2. The committee moderator and vice-moderator shall secure members of the congregation to serve on the committee. The names of these persons shall be brought to the Session for approval no later than its December meeting.
3. The number of persons serving on each committee shall be determined by the nature of the committee and its work. In order to involve as many congregational members as possible, effort will be made to avoid asking people to serve on multiple committees.
4. Each committee is responsible for regular examination of committee budgeted expenditures, and to seek Session approval prior to all non-budgeted expenditures.
5. Each committee shall report to the Session at the Session's monthly stated meeting. Matters of policy and plans of action not specifically authorized by this manual shall be brought as recommendations for Session approval.
6. The Minister shall be an advisory member of each committee. The Christian Educator shall be an advisory member of the Christian Education Committee and available for consultation to all committees.
7. Each committee shall chose its own secretary from among its members.
8. Each committee is responsible for setting its meeting time and place, coordinated with other committees to avoid conflicts.
9. Each committee may divide its duties, and appoint sub-committees or task forces to accomplish those duties. These sub-committees and task forces shall operate under the authority and supervision of the committee as a whole.

COMMITTEE PURPOSE AND DUTIES

CHRISTIAN EDUCATION COMMITTEE

Purpose: The Christian Education Committee leads the congregation in faith development, growth, and renewal through consistent and comprehensive study of the Bible and our Christian and Presbyterian tradition, and through the use of other educational resources and programs.

Duties:

- ~~1. Formulate educational goals and objectives of our Christian education program, and implement programs to accomplish the approved goals and objectives.~~
1. Provide responsible oversight for the total programs for the education of the church. This shall include youth fellowships, youth communicants' classes, church Sunday school, and children's church, camps and conferences, and the program of vocational guidance and counseling.
2. Secure officers including superintendents of the church school, teachers, and substitute teachers for our Christian education program and provide them with training, and inform them of appropriate opportunities for developing their individual skills and abilities.

3. Provide responsible oversight for the program of child care in the nurseries of the church. This includes the securing of a nursery supervisor and attendants and providing the supervisor's job description and salary recommendation.
- ~~5. Supervise the educational program of the adults of the church. Special educational programs of seasonal interest in connection with the denominational emphases of the church shall be planned and recommended by this Committee.~~
- ~~6. Work with the superintendent of the church school in the administration of the church school. The Committee shall familiarize itself with curriculum materials and submit materials for approval by the Session before their use.~~
4. Keep a constant check of physical needs to accomplish our educational goals and shall make appropriate recommendations to the Property and Maintenance Committee.
5. Publicize and encourage attendance at conferences, retreats, camps, and other such special events that may assist the educational program of our church and the spiritual life of our congregation.
- ~~9. Oversee the church library and shall make recommendations to the Session concerning the needs of the library.~~
6. Prepare an annual budget for its committee to be submitted to the **session for annual budget preparation..** ~~Stewardship Committee no later than September 15.~~
11. Conduct any other business relevant to its stated purpose or directed to it by the Session.

OUTREACH COMMITTEE

Purpose: The Outreach Committee leads the congregation in **mission work, both local and global. We honor individual volunteerism but strive for the congregation to join together in mission endeavors so that ministry takes place by First Presbyterian Church. This allows for greater church recognition in the community.** ~~the proclamation of the Gospel of Jesus Christ to the world. This proclamation takes the form of both invitation and benevolent service through word and deed.~~

Duties:

- ~~1. Seek opportunities to reach those outside the Christian faith with a call to confess Christ and Lord and Savior, and to join themselves to Christ's ministry to the world through the church.~~
1. Seek and promote among our members **and friends**, opportunities to serve the need of the **community and** world. This may include the provision of emergency aid funds, food vouchers, Thanksgiving and Christmas baskets, benevolent works such as ramp building and Habitat for Humanity, and service through other benevolent agencies.
2. Seek opportunities to financially support other agencies **within and beyond** , including other agencies of the Presbyterian Church **(USA), as we minister to others** ministering in the name of Christ. The disbursement of such funds shall be brought to the Session for approval and/or inclusion in the church budget.
- ~~4. Oversee and give attention to studies of and programs for evangelism/church growth and recommend to the Session programs for evangelism/church growth.~~
- ~~5. Plan and implement a means of responding to church visitors, encouraging them to join the church and its ministry.~~
- ~~6. Coordinate our church's observance of the World Mission program of our denomination, and promote the special offerings approved by the Session.~~
3. . Prepare an annual budget for its committee to be submitted to the **session for annual budget preparation.** ~~Stewardship Committee no later than September 15th.~~
- 8.. Conduct any other business relevant to its stated purpose or directed to it by the Session.

THE CONGREGATIONAL CARE COMMITTEE

Purpose: The Congregational Care Committee **will provide for the pastoral needs of the congregation.** ~~shall promote the spiritual welfare of the congregation, both individually and communally.~~

Duties:

- ~~1. Provide for the pastoral needs of the congregation, and~~ Working with the pastor, **Congregational care will** minister to the sick, bereaved, and troubled. This may include hospital and home visitation.
- 2. Assess and organize help that is needed for congregation members, with special focus on elderly members and friends.**
3. Plan and implement fellowship events designed to foster an atmosphere of inclusion and communal care. This may include, **but is not limited to, fellowship luncheons, family night suppers, church retreats, picnics, and recreational outings,** ~~and groups such as the Prime Timers.~~
- 4. Send greeting cards to church members and guests for birthdays, illness, and bereavement.**
- ~~5. Provide information to new members concerning the work of the church and devise an effective program for the assimilation of~~ **Help new members become assimilated** into the life of the church.
6. Project an **Plan for** annual church calendar of events **and publicize in a timely manner.** ~~updated as required, and publish the calendar to the congregation.~~
- ~~9. Provide liaison with Presbyterian Women's and Presbyterian Men's organizations.~~
7. Conduct other such business relevant to its stated purpose or directed to it by the Session.

PROPERTY AND MAINTENANCE COMMITTEE

Purpose: The Property and Maintenance Committee shall assure the suitability of the church's physical plant as a base for the church's ministry.

Duties:

1. Oversee the protection, maintenance, and repair of all church buildings, property, and grounds. A maintenance schedule shall be kept and checked periodically to ascertain that proper care is taken of all property.
2. Recommend **to session any plans for future expansion and/or modifications of our buildings, property, and grounds, as needed.** ~~in light of studies made of church goals and objectives.~~
3. ~~Secure~~ **Review** insurance and keep an up-to-date schedule of coverage on church property.
4. ~~Assist the pastor in overseeing~~ **Oversee** the custodian **and groundskeeper** of the church and **providing provide tools necessary for the work.** ~~a Job Description and salary recommendations for that position.~~
5. Oversee the use of the church's property by **non-profit** groups and organizations outside the congregation. ~~It shall maintain a fee schedule as directed by the Session.~~
6. Prepare an annual budget for its committee to be presented to the **session for the annual budget.** ~~Stewardship Committee no later than September 15th.~~
7. Conduct any other business relevant to its stated purpose or directed to it by the Session.

STEWARDSHIP FINANCE & PERSONNEL COMMITTEE

FINANCE: Purpose: The Stewardship Finance Committee promotes among the congregation a spirit of financial giving, both financial and personal, as a thankful and joyful response to the grace of God.

Duties:

1. Plan and implement means to promote stewardship of time, talent, and monies as a year round emphasis.
2. Conduct an annual campaign to secure pledges of financial support for the church's ministry.
3. Provide for the counting and depositing of all offerings made to the church.
4. Assimilate, from other committee requests, an annual budget for the church's ministry, and present this budget to the Session for approval at its October meeting.
5. Nominate to the Session a person to serve as church treasurer, and maintain a list of persons authorized to sign church checks.
6. Institute procedures to assure that all monies are expended according to the decisions of the Session.
6. Provide for the annual audit of the financial records of the church.
- 7.. Establish policies concerning memorial gifts and bequests to our church, provide for the orderly handling of such gifts, and make regular review of causes to which memorial gifts may be designated.

PERSONNEL: Purpose: The Personnel Committee is responsible for all matters pertaining to the paid staff of the church.

Duties:

1. ~~Serve as a personnel committee, maintaining~~ Maintain job descriptions for Secretary/Bookkeeper, Music Director/Organist, Custodian, and any other non-clergy paid staff.
2. Oversee the work of church employees, and making recommendations to the Session concerning staff employment conditions and compensation.
3. Conduct any other business relevant to its stated purpose or directed to it by the Session.

WORSHIP COMMITTEE

Purpose: The Worship Committee provides opportunities for the congregation to express its faith through services of Divine worship.

Duties:

1. Plan and implement services of worship on each Sundays and on special occasions and on special occasions. seasons. ~~Oversee the observance of the sacrament of the Lord's Supper, and secure special materials required for services of worship.~~
2. Secure supply preachers for the minister's absence.
3. ~~Exercise responsible oversight of~~ Oversee the physical arrangement of the sanctuary including supplies for regular services, the orderliness and availability of pew rack materials, the comfort and general appearance of the sanctuary.
4. ~~Exercise responsible oversight of~~ Oversee the music ministries of the church including personnel and materials. Consult with those planning worship services to ensure coordination.
5. . Recruit, train, and appoint ushers and greeters for all services of worship. ~~Prepare Lay Leaders for their participation in worship.~~

6.. Prepare **an annual budget for its committee to be presented to the session for the annual budget.** ~~a financial budget for presentation to the Stewardship Committee by September 15 of each year.~~

6. Conduct other such business relevant to its stated purpose or directed to it by the Session.

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