

MANUAL OF OPERATIONS

First Presbyterian Church of Lynn Haven, Florida

THE SESSION AND ITS MEETINGS

The stated meetings of the Session shall be held monthly at the church. Special meetings of the Session shall be held in accordance with the Book of Order (BOO, G-3.0203).

Copies of the Session minutes, the monthly financial statement, and the agenda shall be sent prior to each stated 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 (G-3.0201).

In order to perform its tasks the Session shall divide its work into specific 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 committees;
2. Providing instruction to committees on interpretation of matters relevant to their 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 use the procedures in BOO (G-3.0111);
5. Reviewing the procedures established and activities conducted by all organizations within the church to see that they are in accordance with the FPC Manual of Operations and the BOO;
6. Election of commissioner(s) to attend Presbytery of Florida meetings.

ELECTION OF ELDERS, CLERK OF SESSION, CHURCH TREASURER, and NOMINATING COMMITTEE

• ELDERS

The Session is comprised of six (6) elders divided into three classes of two (2) 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 eligible for re-election for an additional three (3) year term, pending recommendation by the Nominating Committee and election by the congregation. After six (6) consecutive years of service, an elder must be off of session for at least one year before being re-elected again.

• CLERK OF SESSION

The Clerk of Session is elected by the Session for a period of one calendar year beginning January 1. Duties of the Clerk are found in the BOO (D-9, G-1, G-3).

• CHURCH TREASURER

The church treasurer shall be elected by the Session prior to the beginning of each year. The term of office shall be one calendar year beginning January 1. The church treasurer shall be responsible for signing checks drawn on the church's bank accounts. The Administrative Assistant, Personnel & Finance chair, and Clerk of Session shall maintain a list of other persons authorized to sign church checks and, in the Treasurer's absence, the Administrative Assistant shall designate another signer from its list of persons so authorized.

- **NOMINATING COMMITTEE**

The nominating Committee is comprised of one (1) elder currently serving on session and at least three (3) persons elected by the congregation not currently serving on session. The pastor serves as ex-officio member. The term of office shall be for one year beginning on January 1. The nominations for the election of Nominating Committee members shall be brought before the congregation for vote. At the congregational meeting, opportunity for nominations from the floor shall be given, per the BOO.

The specific instructions to the Nominating Committee include:

1. The committee may 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 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 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;
6. 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.

THE COMMITTEES OF THE SESSION

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

1. The Christian Education Committee
2. The Outreach Committee
3. The Congregational Care Committee
4. The Property Committee
5. The Personnel & Finance Committee
6. The Worship Committee

B. Membership and organization of the Committees

1. The Session shall assign from its members persons to serve as chair(s) of each committee. This assignment shall be accomplished immediately after the class of elders for the next year has been elected. The chair shall guide the work of the committee as well as act as liaison between the committee and the Session.
2. The committee chair(s) shall secure persons from the congregation to serve on the committee. The names of these persons shall be brought to the Session for approval.
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 and guests 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 stated meetings. Matters of policy and plans of action not specifically authorized by this manual shall be brought as recommendations for Session vote.
6. The pastor shall be an advisory member of each committee.
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 the pastor and other committees to avoid conflicts.
9. Each committee may divide its duties, and appoint sub-committees or project teams to accomplish those duties. These sub-committees and project teams shall operate under the authority and supervision of the committee as a whole

1. 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 include:

1. Provide responsible oversight for the total programs for the education of the church. This shall include youth and adult Sunday school, and other educational opportunities;
2. Secure teachers and substitute teachers for the Christian education program and provide them with training;
3. Provide responsible oversight for the program of child care in the nursery of the church. This includes the securing of a nursery supervisor and attendants and providing the supervisor's job description and salary recommendation (if this is a hired position);
4. Keep a check of physical needs to accomplish our educational goals and make appropriate recommendations to the Property Committee;
5. Publicize and encourage attendance at conferences, retreats, camps, and other special events that may assist the educational ministry of the church and the spiritual life of the congregation;
6. Prepare an annual budget for its committee to be submitted to the session for annual budget preparation;
7. Conduct any other business relevant to its stated purpose or directed to it by the Session.

2. 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 and impact in the community. Duties include:

1. Seek out and promote opportunities to serve the needy of the local community and world;
2. Seek out opportunities to financially support agencies within and beyond the Presbyterian Church (USA), as we minister to others 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;
3. Prepare an annual budget for its committee to be submitted to the session for annual budget preparation;
4. Conduct any other business relevant to its stated purpose or directed to it by the Session.

3. CONGREGATIONAL CARE COMMITTEE

Purpose: The Congregational Care Committee will provide for the pastoral needs of the congregation. Duties include:

1. 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 guests;
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, congregational retreats, picnics, and recreational outings;
4. Send greeting cards to church members and guests for birthdays, illness, and bereavement;
5. Help new members become assimilated into the life of the church;
6. Plan for annual church events and publicize in a timely manner;
7. Conduct other such business relevant to its stated purpose or directed to it by the Session.

4. PROPERTY COMMITTEE

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

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 modifications of our buildings, property, and grounds, as needed;

3. Review insurance and keep an up-to-date schedule of coverage on church property;
4. Oversee the custodian and groundskeeper of the church and provide tools necessary for the work;
5. Oversee the use of the church's property by non-profit groups and organizations outside the congregation;
6. Prepare an annual budget for its committee to be presented to the session for the annual budget;
7. Conduct any other business relevant to its stated purpose or directed to it by the Session.

5. PERSONNEL & FINANCE COMMITTEE

PERSONNEL: Purpose: Personnel is responsible for all matters pertaining to the hired staff of the church. Duties include:

1. Maintain job descriptions for Administrative Assistant, Music Director/Organist, Custodian, Groundskeeper, and any other non-clergy paid staff;
2. Oversee the work of church employees, making recommendations to the pastor and Session concerning staff employment conditions and compensation;
3. Conduct any other business relevant to its stated purpose or directed to it by the Session.

FINANCE: Purpose: Finance promotes among the congregation a spirit of financial giving as a thankful and joyful response to the grace of God. Duties include:

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. With input from all committees, create an annual budget for the church's ministry, and present this budget to the Session for vote;
5. Nominate to the Session a person to serve as church treasurer, and maintain a list of persons authorized to sign church checks;
6. Provide for the annual financial review of the financial records of the church;
7. Establish policies concerning memorial gifts and bequests to the church, provide for the orderly handling of such gifts, and make regular review of causes to which memorial gifts may be designated.
8. Conduct any other business relevant to its stated purpose or directed to it by the Session.

6. WORSHIP COMMITTEE

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

1. Plan and implement services of worship on each Sunday and on special occasions;
2. Secure supply preachers for the minister's absence;
3. Oversee the orderliness and availability of pew rack materials;
4. Oversee the music ministry of the church;
5. Recruit, train, and appoint ushers and greeters for all services of worship;
6. Prepare an annual budget for its committee to be presented to the session;
7. Conduct other such business relevant to its stated purpose or directed to it by the Session.

Updated: September 2025