

FIRST PRESBYTERIAN CHURCH MINISTRY POLICY AND PROCEDURES MANUAL

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INTRODUCTION

One of the most astounding parts of the gospel is that after sacrificing his own life for His mission and ministry, Jesus ascends to heaven and entrusts His mission and ministry into the hands of the fallible Christians we now call the church. Just before He departs, He instructs His followers, “You will receive power when the Holy Spirit comes upon you” (Acts 1:8). The question remains: What shall we do with the power, the mission and the ministry Jesus has entrusted to us? The early church grappled with that very question, as has every gathering of Christians continuing the early disciples’ legacy. The Presbyterian Church (USA) offers guidance prioritizing and organizing our work as a congregation. Even so, within those bounds there is immense freedom for each congregation to organize their work as it fits their needs and the prompting of the Holy Spirit.

In the fall of 2021, the Session asked a group called the “Committee on Committees” to grapple with the early church’s question, “How will we organize our ministry?” The results of over a year of our curiosity, research and discernment lies before you. This plan is an acknowledgement that in the past 15 or more years since the last reorganization of our committees, much has changed in our culture and church. Though much has changed, the opportunities for faithful ministry and mission to the gospel remain plentiful.

Above all else, our group has sensed God calling First Presbyterian Church into a season of renewed joy in ministry. Just before our committee restructuring work was launched, our congregation adopted four missional priorities to direct our congregation’s vision and ministry. Our missional priorities are 1) Spirit-centered discipleship, 2) Hands-on local mission, 3) Friendship across difference and 4) Embracing the unchurched. We quickly realized the need to reorganize our ministries according to these missional priorities.

Our top priority in this plan is to cultivate a strong sense of ministry in all we do...from volunteer recruitment to budget approval to saying “yes” to the call to serve to the way we conduct our meetings. Our prayer is that this plan will transform serving in the church from a duty to be met to an opportunity for deepened spiritual growth and participation in God’s ministry and mission. We truly hope this plan garners more opportunities for all members to contribute something meaningful, however small, to the mission and ministry of our church and God’s work. For we are all members of the body of Christ and God has made us all ministers of the gospel of grace!

OVERVIEW

First Presbyterian Church's Mission Priorities are the basis for changing the organization of our ministries. The strong tree from our 200th celebration logo is the visual we selected as we developed our ministry plan. Our ministry work is divided into three Ministry Areas.

The first is **DEEPLY ROOTED**. *We live our lives as if it depends on God. God will continue giving us the nutrients we need to grow and bear fruit.*

We must have strong roots to do the ministry we are called to do. To do our ministry we must support Spirit-centered disciples growing in their faith and friendships across differences as we strengthen our relationships within our church community.

The second is **CORE**. *God provides stability through a strong core as we continue to grow in our faith and bear fruit in our community.*

To do faithful ministry, we must have a strong, balanced, and reliable core, which includes serving the church in a way that meets our legal and financial obligations, takes care of our facilities, and communicates who we are to our church family and our local community.

The third area is **BRANCHING OUT**. *God works through our hands and feet to love the community beyond our church.*

We must reach out to our community through hands-on local missions, developing friendships across differences, and reaching the unchurched. This is the Great Commission...go and tell the world.

Organizing teams according to the theme "Deeply Rooted, Branching Out, with a strong Core" encourages all ministries to remember their purpose and place in the overall mission of First Presbyterian Church. First Presbyterian has a strong history and tradition of implementing specific ministry tasks and events. This structure encourages ministry groups to maintain what is working, embrace new opportunities, and let go of no longer effective or viable ministries. Ministry Teams are empowered to think beyond what has been done and look for ways to meet current needs as they minister to one another and the community. This structure also enables ministries that have lost energy to reach a natural end, making space for new ministry efforts. If new passion and leadership are organically stirred up in the congregation, there is a process by which new or re(newed) ministries can be created.

Each Ministry Area is divided into several Ministry Focuses. Under each Ministry Focus are Ministry Teams. Ministry Teams are responsible for the Ministry Tasks related to the Ministry Focus. Each Ministry Task will have specific events/activities to plan and implement.

ORGANIZATIONAL STRUCTURE

A Chart for Quick Reference

Deeply Rooted

Worship Elder / Staff

Worship Music Chair

(was Worship) Choir, Bells, LCW, Children's

Worship Services Chair

(was Worship) Sanctuary & LCW Volunteers,
Cross-Service Volunteers, Milestones

Grow Elder / CPD

Grow In Faith Chair

(was OE) Children & Adult Formation

Grow In Friendship Chair

(was Evangelism) Member Support/New
Members, Small Groups

Connect Elder

Gather Chair / CPD

(was Fellowship) Retreats, Special Events

Care Chair / Randy

(was OO) Life Events, Stephen Ministry

CPD = Director of Christian Formation and
Discipleship

Core

Communicate Elder / Christine

(was O&A) TBD

Support Elder / Lara

Personnel & Policy Chair

(was Personnel) Hiring, Benefits, Reviews, Policy

Volunteers Chair

(New/CPD) Volunteer Training and Support

Fund Elder / Josh / Christina

Fund Management Chair

(was Finance) Annual Budget, Investments

Giving Chair

(was Commitment) Pledges/Giving

Legacy 200 Chair

(was Legacy 200) Endowment

Facilitate Chair / Archie

Property Maintenance John W.

(was Property) Buildings & Grounds, Security,
Capital Improvements

Branching Out

Reach Elder / Lara

Day School Chair / Christina

(was Day School) Day School Leadership Team

Community Ministries Chair

(New/ RTD) Race Task Force, Inter-
denominational partnership

Seasonal Outreach Chair

(New/ VBS) VBS, Lewis Preaching Series, Lenten
Prayer Breakfast, Block Party

Serve Elder / Randy

Hosting Chair

(was Witness) Campus Welcome, Community
Group Support

Showing Up Chair

(was Witness) Hands-On Local Mission, Financial
Support

Share Elder / Josh

Embracing the Unchurched Chair

(was Evangelism) Community Events

Youth Chair

(was Youth) Youth Group, TWAM

Key: **Area** > **Focus** > **Team** > **Task**

Example: **Area: Deeply Rooted** > **Focus: Worship** > **Team: Music** > **Task: Choir**

DETAILED MINISTRY DESCRIPTIONS

Key for Different Levels of Ministry:

Ministry Area (Deeply Rooted, Core, Branching Out)

- ❖ Ministry Focus led by Elder
 - Ministry Team led by Chair
 - Ministry Tasks led Leaders

Deeply Rooted

We live our lives as if it depends on God. God will continue giving us the nutrients we need to grow and bear fruit.

- ❖ **Worship** – God’s love is alive through scripture, song and praise when we join together as the body of Christ (Romans 12:1).
 - **Worship Music** – Integrates music into the worship experience based on scripture and liturgical season; invites all to make a joyful noise; offers special musical events for the community.
 - **Sanctuary Choir** – Leads worship through song in traditional services and through musical events; invites all to make a joyful noise through music aligned with scripture and liturgical season.
 - **LCW Praise Team** – Leads music through song in Life Center services and special musical events; invites all to make a joyful noise through music that is aligned with scripture and the liturgical season.
 - **Bells** – Leads worship through the performance of musical selection; hosts annual festival for area bell choirs.
 - **Children’s/Youth** – Enriches the spiritual development of our children through music; creates opportunities for the children to share their music in worship or special events.
 - **AV** – Oversees the training and scheduling of AV personnel and maintenance of AV equipment.
 - **Worship Services** – Plans for and facilitates worship services; secures volunteers for worship support; maintains trained AV personnel and upgraded equipment.
 - **Sanctuary Volunteers** – Secures and trains volunteer greeters, ushers, and acolytes; designs and plans decorations and flowers; oversees communion inventory, servers, set-up and clean-up; plans the Candlelight Christmas Service.
 - **LCW Volunteers** – Secures and trains volunteer greeters and ushers; designs and plans decorations and flowers; oversees communion inventory, servers, set-up and clean-up; plans the Family Christmas Eve Service.

- **Cross Service Volunteers** – Plans for flowers for services; oversees the training and scheduling of AV personnel and maintains AV equipment. Maintains inventory for Communion and coordinates servers.
- **Milestones** – Provides support and other worship needs for Baptisms, funerals, and weddings.

❖ **Grow** – God’s love is alive as we deepen our faith and our relationships with one another (Hebrews 11:1).

- **Grow In Faith** – Provides faith formation opportunities for all ages; secures, trains and supports volunteers.
 - **Children** – Helps children learn about God and begin a personal relationship with Him through opportunities. *Includes Sunday School, First Kids, VBS, Confirmation, Nursery, Children’s Library, Windows to Worship, Christmas Pageant and other special events.*
 - **Adults** – Seeks to provide opportunities for our members and the community to grow in faith, to find their place in mission, and to build a community of brothers and sisters in Christ. *Includes Sunday School, Adult Library, and Bible Studies.*
- **Grow In Friendship** – Creates communities for growing in faith; welcomes new members and helps them connect to the church; supports members as they engage in the life and work of the church.
 - **Member Support/New Members** – Connects members to one another and to the life and work of the church; provides support and encouragement to members facing milestones or challenges. *Includes Shepherds.*
 - **Small Groups** – Enriches spiritual growth through developing relationships in affinity groups and across differences. *Includes Presbyterian Women, All In, and Just Older Youth (JOY).*

❖ **Connect** – God’s love is alive in our fellowship and support of one another in times of celebration and challenges (1 John 4:7).

- **Gather** – Plans and facilitates congregational fellowship through retreats and special events; plans and facilitates opportunities for spiritual growth.
 - **Retreats** – Plans and facilitates events away from our campus for renewal and growing in faith together. *Includes Church-wide retreats and Women’s Retreats.*
 - **Special Events** – Plans and facilitates seasonal events to draw us closer to one another in fun and fellowship. *Includes Advent Gatherings, Christmas Party, Tomato Day, and supporting Block Party.*
- **Care** – Meets members’ needs across life events; supports the staff in pastoral care.
 - **Life Events** – Provides support for members facing joyous or difficult life situations. *Includes Blessing Bunch, Driving Ministry, Flower Ministry, Homebound Communion, Martha’s Ministry, Meal Train, Prayer Warriors, and Prayer Shawl.*
 - **Stephen Ministries** – Offers pastoral care and support to those in need and their caregivers.

Core

God provides stability through a strong core as we continue to grow in our faith and bear fruit in our community.

- ❖ **Communicate** – God’s love is alive as we share our story (1 Peter 3:15).
 - TBD

- ❖ **Support** – God’s love is alive as we build and nurture our teams to meet the mission of our church (Colossians 4:1).
 - **Personnel & Policy** – Supports staff through the employee life cycle; maintains current employment policies.
 - **Hiring** – Manages employee life cycle from hiring to separation.
 - **Benefits** – Ensures employees are properly compensated and benefits follow Presbytery and First Presbyterian Church’s requirements.
 - **Reviews** – Creates and maintains an evaluation process for annual reviews to support job descriptions and work plans; works with the Head of Staff as needed as they conduct the annual reviews.
 - **Policy** – Reviews and updates policies on a regular basis.
 - **Volunteers** – Trains and equips volunteers to meet the needs of the church and community. *Includes Child Protection Policy and training.*
 - **Volunteer Training and Support** – Ensures and oversees that Child Protection training is provided at least annually to all who work with our children and youth.

- ❖ **Fund** – God’s love is alive through our stewardship of God’s gifts to further the mission of the church (1 Peter 4:10).
 - **Fund Management** – Maintains and grows the financial plans of the church; facilitates an annual budget process and implements investment strategies.
 - **Annual Budget** – Facilitates an annual process to execute the vision of the Session.
 - **Investments** – Plans and implements an investment strategy.
 - **Giving** – Plans and facilitates the annual commitment campaign to include children, youth and adults.
 - **Pledges/Giving** – Develops commitment goals in collaboration with the Annual Budget team; creates a commitment campaign for adults, youth and children.
 - **Legacy 200** – Develops a process for church members to give a portion of their estate before or after their death.

- ❖ **Facilitate** – God’s love is alive in the care and vision for our campus (Haggai 1:8).
 - **Property Maintenance** – Plans for and implements the maintenance of the buildings and grounds for the safety and security of our faith community; plans for and implements capital improvement needs.
 - **Buildings and Grounds** – Creates and implements a building and grounds maintenance plan.
 - **Security** – Develops plans to provide a safe and secure campus.
 - **Capital Improvements** – Maintains a long-range facilities improvement plan.

Branching Out

God works through our hands and feet to love the community beyond the church.

- ❖ **Reach** – God’s love is alive as we bring our community into the body of Christ (Acts 9:17).
 - **Day School** – Nurtures the educational and spiritual growth of preschool children in our community.
 - **Day School Leadership Team** – Provides guidance and assistance with curriculum, staff, and the budget for the Day School Director.
 - **Community Ministries** – Builds partnerships to meet community needs.
 - **Race Task Force (RTF)** – Fosters multi-racial relationships by offering opportunities to open hearts and minds to Jesus’s call for justice for all people.
 - **Inter-Denominational Partnership** – Provides opportunities to genuinely examine our belief systems and partner on common projects. *Includes Christmas on the Green, Trunk or Treat, and Easter Sunrise Service.*
 - **Seasonal Outreach** – Nurtures faith development and personal connections to the church through inter-generational opportunities in our community.
 - **VBS** – Offers annual learning opportunities and sharing of God’s love; follows up with families to invite them to church events/activities.
 - **Lewis Preaching Series** – Works with the staff to plan and facilitate a speaker; provides all logistics for the event and speaker’s needs.
 - **Lenten Prayer Breakfast** – Coordinates speakers, food, volunteers, and marketing for Lent events.
 - **Block Party** – Plans and hosts annual gathering for food and entertainment for the community.

❖ **Serve** – God’s love is alive as we seek to bring God’s Kingdom to earth (Matthew 25:34-36).

- **Hosting** – Opens our doors and welcomes groups to our campus to meet the diverse needs of our community; serves as a liaison between the community group and church to facilitate building use and recruit volunteers.
 - **Campus Welcome** – Ensures the campus welcomes everyone in a safe, accessible manner; in collaboration with Facilitate, ensures our campus is safe, welcoming, and accessible to all; updates Building Use Policy.
 - **Community Group Support** – Serves as liaison between the church and outside groups using our building; works with the Office Administrator to ensure the Building Use Policy is met and recruits First Presbyterian Church volunteers if needed. *Includes Three-Wide Ministry, Salisbury Senior High School Breakfast, RSS Summer Meals, and Kids at Work.*
- **Showing Up** – Goes out in local mission to meet the diverse needs of our community; serves as liaison between the community group and the church to recruit volunteers and possible financial support.
 - **Hands-On Local Mission** – Provides volunteers to local community organizations and to meet local community needs. *Includes Overton Elementary, Rowan Helping Ministries, Meals on Wheels, Community Care Clinic, Habitat, One Church One Child and Family Crisis Council.*
 - **Financial Support** – Supports agencies and community groups through our financial support and/or annual budget. *Includes witness distribution and special offerings like 2 Cents a Meal, Feed the Fish, and Christmas Eve.*

❖ **Share** – God’s love is alive as we share the good news of the gospel in our community (Matthew 18:19-20).

- **Embracing the Unchurched** – Is a visible community presence; partners and collaborates with community groups to share God’s love.
 - **Community Events** – Partners in planning and facilitating joint events; opens our parking lot for event parking; participates in downtown events with First Pres tent and “swag.”
- **Youth** – Nurtures faith development and personal connections to the church for middle and high school youth in the community.
 - **Youth Group** – Plans for spiritual growth and fellowship of local youth.
 - **TWAM** – Offers Rowan County teenagers the opportunity to serve the Lord through mission.
 - **Scholarships** – Facilitates the application, review, and distribution of scholarships. *Includes Disciple 365 Scholarship, Appreciation Scholarship, and the Endowed Scholarship.*

LEADERSHIP ROLES

NOMINATION PROCESS

The Nomination Team has an important role in the life of the church. Their charge is to bring nominations for church leadership to the congregation. We should not underestimate the importance of the work of this team. Their decisions of whom to nominate strongly affects the church's direction and energy. The Nomination team prayerfully asks God to guide them in discerning whom God might be calling to lead the congregation.

The Nomination Team will consist of 7 members: 3 former Elders, 3 non-Elders, and 1 actively serving Elder. Excluding the active Elder, each member will serve one 3-year term. One former Elder and one non-Elder will rotate off each year and be replaced with 1 former Elder and 1 non-Elder. The Senior Pastor will continually serve as an ex-officio (non-voting) member of the Nominating Team.

Per the Book of Order, "Nominations shall be made by a representative nominating team of active members of the church which shall itself include women and men, giving fair representation to persons of all age groups and of all racial ethnic members and persons with disabilities who are members of the congregation." "No member of the team shall serve more than three years consecutively."

The Nomination Team will nominate members to serve as Elders on the Session, not to serve a specific Ministry Focus. The Senior Pastors will assign the Elders to the appropriate Ministry Focus. Elders can serve on a team and/or chair a team. However, Nomination Team members should caution them to only do so with forethought and intention. If commitments come into conflict, the role of Elder should take precedence. Elders may or may not be placed as the Elder serving the team that they already serve.

ROLES TO BE FILLED BY THE NOMINATION TEAMS

- Elders: 4 per year
- Nomination Team: 1 former Elder and 1 Non-Elder

MINIMUM CRITERIA TO BE NOMINATED

It should be noted that exceptions can be made to the guidelines but only with sound due diligence and team agreement.

- A disciple in the church for at least two years
- Active in the life of the church through service on a team, Sunday School, and or small groups.
- Must financially support the church
- Must regularly attend worship
- Inactive for at least one year between terms
- Cannot have a spouse or member of the same immediate family (spouse, child, sibling, or parent) serving or nominated for the same board

NOMINATIONS TIMELINE:

- **February and March** – Nominations will be solicited from the congregation. The chair will conduct this in partnership with the Office Administrator who will solicit names in the bulletin and online for at least one month.
 - **March** – The Nomination Team will convene. Through prayer and discussion, they will determine the 4 members who should be asked to serve for the general office of Elder and 2 members to serve on the Nomination Team (1 former Elder and 1 non-Elder). A list of possible nominees should be completed by the end of May.
 - **June - October** – Members of the Nomination Team will contact potential nominees to serve for the general office of Elder and Nomination. The chair will determine which team members will contact which nominee.
 - **November** – A complete slate of nominees will be submitted to the Office Administrator to compile a nominee brochure that will be publicized after Session sees the slate and calls the January Congregational Meeting.
 - **December** – The complete slate of nominees will be submitted to the Session for the purpose of calling a Congregational Meeting in January for elections.
 - **January** – A final slate of nominees will be presented to the congregation for election at the January Congregational/Corporation Meeting. At that time, the congregation will have the opportunity to nominate from the floor for any of these groups. Anyone nominating someone from the floor will be asked two questions. One, if the nominee has agreed in advance to be put on the ballot. Two, to the best of their knowledge, the nominee meets the minimum requirements guidelines. Floor nominations will be added to the ballot for an immediate vote.
 - **January - May** – Newly elected Elders will be trained by the pastors.
- May** – Newly elected Elders are required to attend the Officer Retreat, where they present statements of faith as their examination for ordination. At that time, the current Session will vote to approve the nominees for ordination and installation. The nominees will be ordained and installed in worship following the retreat.

RULING ELDER ROLE AND RESPONSIBILITIES

GENERAL RESPONSIBILITY STATEMENT:

Ruling Elders are chosen by God and elected by the people. Together with Ministers of the Word and Sacrament, they are the spiritual leaders of the church and exercise leadership, government, and discipline. They have responsibilities for the life of our church as well as the church at large, including ecumenical relationships. Ruling Elders strengthen and nurture the faith and life of the congregation. Together with the pastors, they lead the congregation in exemplifying God's love alive for mission, embodying our mission priorities, and guiding the congregation in this purpose both inside the church and beyond.

QUALIFICATIONS:

Ruling Elders are people of faith, dedication, and good judgment. Their manner of life should demonstrate the Christian gospel within the church and the world.

- Ruling Elders are the spiritual leaders of the congregation. This means, first and foremost, they humbly seek God's wisdom and guidance in their role through prayer, reading scripture, silence and other spiritual disciplines.
- Elders both embrace change and cherish tradition, always trusting that the Holy Spirit will lead them in navigating where our community needs to change or celebrate its past.
- Elders are attentive to God's presence and movement in our congregation. They celebrate God's presence wherever they see it and help others to celebrate it as well.
- Elders are called to listen to others with openness, generosity, and consideration.
- Elders appreciate and represent all worship styles and services of this church, knowing that a mark of spiritual maturity is the ability to worship in any context.
- Elders commit their time, talent, and financial resources to support making First Presbyterian a place where God's love is alive for mission.

MAJOR DUTIES:

- ***Session Attendance:*** Elders must attend monthly Session meetings where they prayerfully contribute to discussion and discernment of the body. Elders lead in commitment to Mission Priorities. Elders represent the Session to the wider-congregation. Only two absences per year are allowed.
- ***Ministry Support:*** Elders are assigned one Ministry Focus annually by the Pastors to support: Grow, Connect, Worship, Fund, Facilitate, Support, Communicate, Reach, Serve, or Share. They will act as a liaison between Session and the Ministry Teams under their Ministry Focus as spiritual mentors and as conduits of information.

REQUIRED DUTIES TO SUPPORT MINISTRY FOCUS:

Ruling Elders will serve as ***spiritual mentors*** of the Ministry Chairs under their focus.

- Quarterly, Elders will meet one-on-one in person with each Ministry Chair and Staff member under their Ministry Focus. EG: *The Grow Elder will have a one-on-one with the Grow in Faith Chair, the Grow in Friendship Chair, and the Director for Christian Formation and Discipleship quarterly.*
- See Appendix A "How to Conduct a One-on-One Support Meeting"

Elders will serve as *conduits of information* between the Session and Ministry Teams under their focus.

- Monthly, Elders will check in, by phone or email, with the Ministry Chairs under their focus. *EG: The Connect Elder will check in by email or phone with the Gather Chair and Care Chair monthly.*
- Elders will present reports and motions to Session on behalf of the ministry chairs under their focus.
- Elders will attend team meetings as requested by their Ministry Team Chairs.

OTHER DUTIES:

- Ruling Elders serve a three-year term of service.
- Elders are required to attend monthly Session meetings. Only two absences per year are allowed. More than two absences will prompt a conversation about commitment with Clerk of Session then the Pastors.
- Elders are required to serve Communion during worship services and to homebound members.
- Elders are required to attend two Presbytery meetings during their three-year term.
- Elders provide dinner for and serve at RHM on the third Thursday of December.
- Elders are encouraged to attend funerals at our church, especially those of former Elders.
- Elders are encouraged to participate in Sunday School, small groups, or music ministry.
- All current and former Elders serve on the Maxwell Chambers Trust and are invited to attend biannual meetings, typically in October and April.
- Elders can serve on a team and/or chair a team. However, they should only do so with forethought and intention. They need to be mindful of their capacity. If commitments come into conflict, the role of Elder should take precedence. They may or may not be placed as the Elder serving that team.

MINISTRY TEAM CHAIR ROLE AND RESPONSIBILITIES

GENERAL RESPONSIBILITY STATEMENT:

Ministry Chairs are wise administrative leaders in the church. Chairs are responsible for the sub-teams and tasks within their Ministry Team. They recruit, delegate to, and support ministry leaders within their Ministry Team. They are supported by the Elder for their Ministry Focus.

MINISTRY CHAIR TERM:

Ministry Teams are led by a chair. The term for a chair is 2 years. This allows time for the chair to become familiar with leading the Ministry Team as well as to provide consistency for the Ministry Team. A chair may be elected to an additional 2-year term, if the Ministry Team determines this is best. A different chair must be elected at the end of this second 2-year term. If a chair serves two 2-year terms, they must rotate 2 years off from being chair before serving another 2-year term.

REQUIRED DUTIES:

Ministry Chairs are responsible for ensuring the ministry leaders and teams under their Ministry Team are functioning effectively. They are responsible for ensuring the tasks of their team are accomplished.

FLEXIBILITY WITHIN THE MINISTRY CHAIR POSITION:

Chairs have great flexibility in organizing the work that falls under their team. Chairs should determine the approach that best suits their team, the work, and themselves.

The following are among the many possibilities of how to do this:

- Chairs have flexibility in determining if a single person can coordinate a task or if it requires a team to work together.
 - **Team** – In the case of a team, the chair should appoint a leader to convene and coordinate the team's work. The chair may, but does not have to, be deeply involved with that task or team.
 - **Leader** – In the case of a single leader, the chair keeps in touch with the person and supports them, as needed.

- Chairs have flexibility in determining what kind of meeting structure a task requires. Options include:
 - **Monthly** – Some teams are currently working beautifully with monthly meetings. Chairs can carry on this tradition.
 - **Seasonally** – Some teams will convene around a single task for a season. These teams do not need to meet throughout the year but instead only in preparation for a task. VBS is an example of a team that meets seasonally.
 - **As needed** – Some teams might be made up of leaders or coordinators of various tasks throughout the church. As long as leaders are completing their tasks, meetings may not be necessary more than once or twice a year.
 - **Tentatively Scheduled** – Some teams may only need to meet when business suddenly arises. These teams could have a tentatively scheduled time to meet on the calendar and the chair or leader will inform the group if that scheduled time is needed.

- Chairs are required to have the following two in-person meetings each year:
 - **Annual Budget Meeting** – In September, chairs and Elders call a meeting with their teams to compile the budget draft and cross-examine it with mission priorities. *See Budget Process Guidelines.*
 - **Annual Chair Election Meeting** – In May or June, the current chair will include selecting a new chair to the agenda. The current chair will present one nominee to the team for voting. *See Ministry Team Chair Election Process.*

OTHER NOTES:

- With two years in the role, a chair has some time to dream up a vision in collaboration with their Elder and potentially see it to completion.
- Chairs will oversee a significant amount of ministry. Recruiting leaders and workers will be an essential task for all chairs. They do not need to recruit people to lead a task permanently. Given the state of volunteerism generally, chairs may have more success recruiting one year or one task at a time.
- Recruiting leaders and delegating work to them will be essential for the sustainability of their position. Chairs should be careful not to make themselves essential at every planning meeting.

MINISTRY TEAM CHAIR ELECTION PROCESS

Ministry Teams are led by a chair. The term for a chair is 2 years. This allows time for the chair to become familiar with leading the Ministry Team as well as to provide consistency for the Ministry Team. A chair may be elected to an additional 2-year term, if the Ministry Team determines this is best. A different chair must be elected at the end of this second 2-year term. If a chair serves two 2-year terms, they must rotate 2 years off from being chair before serving another 2-year term.

THE PROCESS FOR ELECTING A CHAIR IS:

The election of a chair will be held during even years (2024, 2026, etc.)

- In May, the current Ministry Team Chair will ask the Ministry Team members for volunteers who may be interested in serving as the chair for the next 2-year term.
 - If no one volunteers, the chair will consult with their Ministry Focus Elder and Pastor to determine who may be a good candidate.
 - The chair will personally ask someone (based on their conversation with their Ministry Focus Elder and Pastor) to consider taking on the next 2-year term.
 - The Elder and the chair should work together until someone has agreed to serve as the next chair.
- At the May or June meeting, the current chair will include selecting a new chair to the agenda.
 - The current chair will present one nominee to the team for voting.
 - The name of the new chair will be submitted to their Ministry Focus Elder.
- During the June Session meeting, the roster of new chairs (to begin leading the following May) will be submitted for approval by the Session.
- During odd years, newly elected Ministry Team Chairs will
 - Not have responsibilities for leading their team in the year before they officially take office.
 - Participate in training with the Senior Pastors. Training will be held in the odd-year winter following their election to prepare them for leadership in May.
 - Will take office as chair at the May Officer Retreat in odd years (2025, 2027...)
 - Will attend the Officer's Retreat in May each year while serving as the chair.

MEETING GUIDELINES

Life is busy and ministry should not become a burden to followers of Christ. Ministry Teams will decide on their meeting schedule. They are not required to meet monthly. A Ministry Team and tasks' work should determine the meeting schedule. Some teams may need to meet monthly, others may need to meet seasonally, while others may only meet as needed. An email or text may be sufficient for quick and easy decisions, sharing of basic updates or quick check-ins. Decisions and information sharing that requires lengthy discussions should occur within a meeting format, either in person or through Zoom, whichever best serves the needs of the Ministry Team or Ministry Task.

Some Ministry Teams (EG: Grow in Faith, Care, Hosting, Showing Up,) may need to meet monthly. Other Ministry Teams (EG: Seasonal Outreach, Gather, Community Events, Worship) may need to meet seasonally or as needed with an intense focus at different times to ensure the work is done. Below are meeting schedule options which the Ministry Team Chair will determine.

- **Monthly:** Some teams are currently working beautifully with monthly meetings. Chairs can carry on this tradition.
- **Seasonally:** Some teams will convene around a single task for a season. These teams do not need to meet throughout the year but instead only in preparation for a task. VBS is an example of a team that meets seasonally.
- **As needed:** Some teams might consist of leaders or coordinators of various tasks throughout the church. As long as leaders are getting their tasks done, meetings may not be necessary more than once or twice a year to check in.
- **Tentatively Scheduled:** Some teams may only need to meet when business suddenly arises. These teams could have a tentatively scheduled time to meet on the calendar and the chair or leader will inform the group if that scheduled time is needed.

See Appendix B for “*How to Plan and Conduct a Team Meeting*”

COMMUNICATION GUIDELINES

Communication plays a vital role in all facets of our lives. Effective communication is essential for developing and maintaining relationships, moving forward to do the church's work and to solve problems. At a basic level, communication is the process of exchanging information. The framework of our ministry work depends on clear, open, and 2-way communication with all church volunteers. It is extremely important that all groups work together and share relevant information.

Collaboration:

When ministry teams collaborate well, it is a sign that the church is functioning well. Many ministries have crossover and connection with other ministry teams (EG: Grow In Faith and VBS; Campus Hosting and Property Maintenance; etc.). Chairs should contact their chair counterparts from other Ministry Teams as collaboration opportunities arise. Elders do not need to be consulted in cross-team collaboration opportunities, however keeping them informed is wise. Chairs should be open and receptive to collaboration.

Best Practices:

When proposing a new idea or asking for help from any other Ministry Team, it is most respectful and wise to do so in an unrushed manner either in person or over the phone. The person initiating the conversation should be genuinely open to the idea evolving as more individuals and teams are invited into the collaboration process.

Focus Gatherings:

The Ministry Focus Elder may combine Ministry Team Chairs to discuss items that are relevant to multiple Ministry Teams.

General Flow of Information:

The communication flow from Session to Ministry Tasks and from Ministry Tasks to Session will follow the ministry group structure. Before taking a situation, question, or idea to the Ministry Focus Elder, discussion should be held with the Ministry Team Chair.

Generally, direction and guidance **move down** the Organizational Chart:



Questions and clarification **move up** the Organizational Chart:



FUNDING AND BUDGET GUIDELINES

“Where your treasure is, there will be your heart also.” - *Matthew 6*

Budgets are missional documents. They reveal the priorities and values of any organization. God entrusts First Presbyterian Church with over a million dollars a year to faithfully steward toward God’s purposes in our community.

The following process allows for conversation and collaboration among Ministry Team Chairs, Ministry Focus Elders, Fund Management, and Session. While recommendations are made to Session by the Fund Ministry, per the Book of Order, Session always has the final decision with the church budget (G-3.0201c).

BUDGET CREATION PROCESS:

- **May/June:** Elders and Chairs lead their teams in developing dreams, goals, and hopes for the next year based on the May Officer Retreat.
- **August:** Fund has a joint meeting of Fund Management and Give to do the following:
 - Fund Management provides an overview of the current status of church financial resources including investments, expenses, restricted funds, and the maintenance reserve fund.
 - Give provides an overview of historical giving trends and their plan for the fall pledge campaign.
 - Together they create guidelines for the budget planning process.
- **August:** Chairs solicit initial budget drafts.
- **September:** Chairs and Elders call a meeting with their teams where the compiled budget draft is reviewed and cross-examined with mission priorities.
- **September:** Elders submit a budget for their focus to Fund Management.
- **October:** Fund Management meets to do the following:
 - Review funding requests from teams.
 - Discuss projected economic trends for the next year.
 - Compile a complete asking budget to be submitted to Session.
 - Compile a first draft of funding recommendations to be submitted to Session.
- **December:** Fund has a joint meeting of Fund Management and Give to check in on expense and revenue projections for the budget.
- **January:** Fund Management submits a final budget to Session for approval. Session calls a congregational meeting for Corporation approval of the budget.

CREATION (RESTARTING) OF A MINISTRY

If you are thinking “I have a passion for “XYZ Ministry”, can I make that happen at the church?” or “I loved it when we used to do ABC as a church. Can’t we do that again?” Energy for new or renewed ministries is a gift to the church. At the same time, First Presbyterian Church is a singular, limited church. We cannot be all things to all people. We cannot sustain every wonderful ministry idea that may bubble up in our congregation. The following process empowers the Session to determine which ministries truly fit within our priorities and capacity as a church.

AS A REMINDER, OUR MISSION PRIORITIES ARE:

- Spirit-Centered Discipleship
- Hands-on Local Mission
- Friendships Across Differences
- Embracing the Unchurched

IF YOU’RE INTERESTED IN (RE)CREATING A MINISTRY:

1. Pray about it.
 - a) It’s a common temptation to have a good idea and sprint ahead of God. Take some time to pray about your idea and leave space to listen to God.
 - b) This is the first essential step in seeking to do God’s will and not our own.
2. Check our Mission Priorities.
 - a) Does your proposed ministry fit within these priorities? If so, where?
3. Contact a pastor. Set up a meeting time with a pastor to share your vision for this new ministry and to solicit feedback. The Pastor will
 - a) Seek to gain understanding of your vision.
 - b) Try to imagine where your new ministry could fit within the current Ministry Tree of our church.
 - c) Ask you logistical questions about staffing, funding, and facilitating this ministry idea.
 - d) Connect you to that area’s Elder, chair, and staff member.
4. Meet with the Elder, chair, and staff jointly to discern together if this is an appropriate ministry for our church at this time.
 - a) Share your vision for this new ministry and solicit feedback.
 - b) Be prepared to talk about *why* this ministry is a good idea and *how* you will pursue it.
 - i. Will you do all the work for this? Will this take a team?
 - ii. Will you need collaboration from other ministries in the church?
 - iii. Will you need physical space and or financial support from the church?
5. The Elder will ask to include you on the agenda for an upcoming Session Meeting.
 - a) At the Session meeting, you will be given a few minutes to share your hopes and vision for this ministry.
 - b) Session will ask you questions for information and clarification.
 - c) You will then be excused from the meeting while Session discusses whether or not to support this ministry.

6. You will receive a call within three days of the Session meeting to learn of the outcome.
 - a) If your ministry is approved, your chair will set up expectations for communicating with them and participating in their ministry team. Then you're ready to start!
 - b) If your ministry is not approved, you will be provided with an explanation of why.
 - i. Please remember these decisions are not personal. Your idea might still be an important expression of faithfulness to God's kingdom but it may not fit our Mission Priorities or First Pres may not have the capacity to create or sustain the ministry at this time.

APPENDICES

APPENDIX A:

HOW TO CONDUCT A ONE-ON-ONE SUPPORT MEETING

The Elder initiates a minimum of one quarterly meeting and schedules when convenient for both parties. One-on-one meetings should happen in public places: in coffee shops, over meals, at parks, etc. Elders should approach each meeting as an opportunity to encourage others and support their ministry and growth. The meetings should not be primarily focused on business.

While creating a meaningful one-on-one is an art each Elder can make their own.

The following is a suggested outline:

- Open with small talk.
 - Talk about the weather, sports, etc.
- Be curious about the person and seek to get to know them better:
 - Ask about family, work, friends, etc.
 - Check in about these things in future meetings.
- Shift to deeper questions about the person.
 - Ask: “How does that family situation, work, problem, etc. intersect with your faith?” “What might God have to say about it?”
 - How is it with your soul?
 - Where have you experienced God’s presence or absence in the last quarter?
- Loop this into some limited conversation about their work at the church.
 - How does all of that impact your work leading a team at church?
 - Where is God in your work at the church?
 - What, if anything, can I do to help support you in your role?
- Conclude by asking how you can pray for them.
 - Pray for them, right then and there.

APPENDIX B:

HOW TO PLAN AND CONDUCT A TEAM MEETING

Many leaders have run countless meetings in their life. This experience will be invaluable we approach this task. Still, meetings in the church are meant to be fundamentally different from other types of meetings. Church meetings are not about business. Church meetings are about ministry. The more ministry is kept at the forefront of our thoughts, the richer and more rewarding these meetings will be for all involved. Most of all, the more faithful the work will be to the will of Christ for First Presbyterian Church.

Before the Meeting:

1. Remind the group of the time and location of your meeting.
 - a. If your meeting is in person at church, inform the Office Administrator of your time and location to reserve the room.
 - b. If your meeting is on Zoom. First Pres Zoom credentials may be available to you. Contact the Office Administrator for more information.
2. Solicit input on topics that need discussion, updating, or approval.
3. Make an agenda.
4. Send a final reminder with the agenda to the team before your meeting.

Agendas:

Agendas give structure and focus to meetings. They are essential. While there are many ways to structure an agenda, we highly recommend the following:

1. Opening (5 min max)
 - a. Scripture: Choose a short reading of scripture that might apply to the most important topics on your agenda.
 - b. Silence: Set a timer on your phone for 2 minutes of silence. Invite the group to contemplate the scripture, listen for God's voice, and center themselves.
 - c. Prayer: Lead or invite a member of the group to offer a short prayer.
2. Ministry Conversations
 - a. List the items you need to discuss, update, or approve.
 - b. Organize items in one of two ways:
 - Organize items in order of importance with the most important items going first, so that the group tackles what is important when they are fresh.
 - First, items for approval. Second, items for quick update with no discussion. Third, items for discussion, as time allows.
3. Closing (5 min max)
 - a. Review the main points discussed and how they will be completed/implemented.
 - b. Scripture: Reconnect how the work of your meeting connected to the Scripture.
 - c. Silence: Set a timer on your phone for 2 minutes of silence. Invite the group to contemplate the scripture, listen for God's voice, and center themselves.

d. Prayer: Lead or invite a member of the group to offer a short prayer. Once you have your agenda, pray over it. Ask God for wisdom, charitable, informed discussion, Christian love, support, and encouragement.

Roles for the Meeting:

Each meeting should have a designated

- Secretary - whose role is to take attendance and capture meeting minutes, with special attention to decisions, needs, next steps, and possible future discussions.
- Timekeeper - who has a watch or timer to help the Chair monitor the time so the meeting does not go too long.

Notes for During the Meeting:

- If a discussion is tense or discernment is difficult, STOP AND PRAY.
 - As the chair, you are *always* allowed to pause the conversation and invite the group to pray out loud or silently.
 - We do this to invite God into the very center of what we are doing, not to derail good conversation or push our own agenda,
- How do we discern the right path forward? Discernment comes from three things:
 - Seeking God's will in Scripture: Ask yourselves, "What might the Bible say about this?"
 - Seeking God's will in the voice of community: Ask each other, "What might your wisdom have to say about this?"
 - Seeking God's will in prayer: Ask God, "What is your will here?"
- If the discussion is going long, getting off track, or going down rabbit trails, as the chair, you are encouraged to lovingly invite the group back on task. "This is all wonderful, let's refocus on XYZ" will suffice.
- Most meetings should be about an hour and no more than 1.5 hours.
- If needed, at the end of the meeting, decide if and when the next meeting will occur or share how the next meeting time will be communicated.

After the Meeting:

1. The Secretary submits the minutes to the chair for review.
2. The chair will send minutes to all members for review and approval.
3. The chair will share minutes with their supporting Elder, who will share them with the Clerk of Session and the Office Administrator.
4. The chair will keep a copy of all minutes and other supporting documents/information to be passed on, as appropriate, to the next chair. Minutes can be kept as a hard copy or a digital copy.