

# Session Handbook

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**First Presbyterian Church  
Marietta, Georgia  
(770) 427-0293  
Revision 4.0  
Revised: October 2017**



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# First Presbyterian Church

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## Mission Statement

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May 17, 1998

We are servants of the Lord Jesus Christ, who gave us this commission:

“All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.”

Matthew 28:18-20

We understand this to mean, for our time that we are called to:

- Praise and listen to God in worship and prayer,
- Proclaim God’s grace in mission and in outreach,
- Offer our fellowship to all,
- Serve the needs of the people,
- Nurture ourselves and others in Christ through the Bible.

## Session Covenant

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- We are committed to our personal and the corporate growth as Christians and to being active and accountable in the life of the congregation.
- We will unite in prayer, seeking God’s will for this church and then trusting and supporting our decisions.
- We will listen to each other and create a safe environment for candid discussion by practicing confidentiality.
- We will respect each other in difference of opinion and in leadership.
- We will make ourselves visible and available to the congregation and will seek to be an agent of healing and reconciliation.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”

Colossians 3:12-14 NIV

January 10, 2004

Charge to all Officers:

Treasure God's Word. Keep it close.  
Be glad for our Lord's grace. Keep it central in your life.  
Give thanks for the Fruit of the Spirit. Live by this fruit.  
Be a friend and Christ-like example to all.  
Bear the people in your prayers and within your vision.  
Hold the people in your heart.  
Nurture Christ-centered relationships within this faith community.  
Honor faithfulness within this community.

Charge to Elders:

Be available without losing boundaries.  
Be strong without being bossy.  
Be humble without being weak.  
Be wise without ever being arrogant.  
Be effective without being terribly distracted measuring it.  
Be determined without being stubborn.  
Be hopeful without being naïve.  
Be visionary without leaving anyone behind.  
Be patient without being ambivalent.  
Be Christ's without any reservation.

## Bylaws of the Congregation

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Bylaws of the Congregation of the First Presbyterian Church of Marietta, Georgia

Adopted ~~March 6, 2013~~ February 8, 2017

### 1. Statement of Purpose

We are servants of the Lord Jesus Christ, who gave us this commission:

*All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.* (Matthew 28:18-20)

We understand this to mean for our time that we are called to:

- Praise and listen to God in worship and prayer,
- Proclaim God's grace in mission and in outreach,
- Offer our fellowship to all,
- Serve the needs of the people,
- Nurture ourselves and others in Christ through the Bible.

### 2. Relation to the Presbyterian Church (U.S.A.)

The First Presbyterian Church of Marietta, Inc. is a member church of the Cherokee Presbytery in the Synod of the South Atlantic of the Presbyterian Church (U.S.A.). These bylaws shall be deemed to provide specific guidance for this church consistent with authorization provided in the *Constitution of the Presbyterian Church (U.S.A.)*, *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

### 3. Meetings of the Congregation

There shall be an annual meeting of the congregation by the end of February or on a date and time set by the Session, at which annual reports from organizations and a financial report for the preceding year shall be presented, and other necessary business shall be transacted. Immediately after the annual meeting of the congregation, the members shall convene as members of the corporation to elect trustees and transact any other necessary business. Special meetings of the congregation may be called by the Session.

### 4. Notice of Meetings

Notice of all meetings of the congregation and the corporation shall be given two Sundays prior to the meetings and notice given at regular services of worship prior to the meetings. Such notices shall state clearly the purpose of the meetings, and business shall be restricted to that which is specified in the notice.

### 5. Moderator

The moderator of the Session, or a pastor designated by him or her, shall moderate meetings of the congregation. The President of the corporation, or a trustee designated by him or her, shall moderate meetings of the corporation.

## **6. Secretary**

The Clerk of Session shall serve as secretary for meetings of the congregation and the corporation. If the Clerk of Session is not available, the members shall elect a secretary.

## **7. Minutes**

The minutes of a congregational meeting shall be recorded by the secretary and shall be read, corrected, and approved by the Session at the next scheduled Session meeting following the congregational meeting. The approved minutes shall be attested by the moderator and the secretary and recorded in the minute book of the Session.

## **8. Quorum**

The quorum of a meeting of the congregation shall be the moderator, the secretary, and ten percent (10%) of the active members of the congregation. The secretary shall determine if a quorum is present. All active members of the congregation present at either annual or special meetings are entitled to vote. Voting by proxy is not allowed.

## **9. Officers**

The Session shall consist of 24 ruling elders, divided into three classes of eight, who shall serve three-year, staggered terms. In 2013 there shall be 28 ruling elders and in 2014 there shall be 26 ruling elders.

The Diaconate shall consist of 48-60 deacons (16-20 in each class), who shall serve three-year, staggered terms.

The corporate Board of Trustees shall consist of 9 trustees, who shall serve three-year terms.

## **10. Elections**

The congregation shall annually elect members of the Officer Nominating Committee and officers in accordance with procedures adopted by the congregation on February 20, 2005, and amended on September 16, 2014

When the church needs to call a pastor, the congregation shall elect a Pastor Nominating Committee in accordance with procedures adopted by the congregation on September 11, 2005 and amended on January 30, 2011.

The Session shall nominate members for the office of trustee.

## **11. Amendments**

These bylaws may be amended by a two-thirds vote of the voters present at a congregational meeting, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

**Comment [KME1]:** The Congregational Bylaws in this Session Handbook reflect changes approved by Session in March 2016, but not yet approved by the Congregation.

## Bylaws of the Session

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Adopted October 15, 2017

### Article 1: Meetings

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Stated meetings of the Session shall be held monthly, at 1:00 p.m. on the third Sunday of the month at the church or at such other time and place as the Session may prescribe. Any matter over which the Session has cognizance may be considered at a stated meeting, subject to the notice requirements of Article 5: Session Approval. If a stated meeting has not been adjourned within two and one half hours after the appointed time for convening, the meeting shall be adjourned to one week after the appointed time for convening or to such other time as the Session may prescribe, unless it is extended by a two-thirds vote.

Regular meetings of the Session may be held weekly if there is business to transact on Sunday at the church or at such other time and place as the Session may prescribe. At a regular meeting the Session may only receive members, act on requested transfers, or record baptisms, unless by a two-thirds vote the Session determines that some other matter is time critical and must be considered at that meeting.

Special meetings of the Session may be called by the moderator when he or she judges it necessary. The moderator shall call a special meeting when requested in writing by any two members of the Session. Reasonable notice of a special meeting must be given to all Session members, such notice to specify the substance of matters to be considered. Only those matters included in the notice shall be considered. On the occasion that a special meeting is called, the person or persons that called the meeting will have the authority to cancel the meeting by notifying the Session. Notification may be made by electronic communications.

### Article 2: Rules of Procedure

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Meetings of the Session shall be conducted in accordance with the *Book of Order* and the most recent edition of *Robert's Rules of Order*, except in those cases where the *Book of Order* provides otherwise. These bylaws shall govern in all matters left to the discretion of the Session by these authorities. Voting by electronic means (email, text for examples) shall be allowed when there are extenuating circumstances that make taking an in-person vote impossible or impractical because of time constraints or other emergency situations. The decision to hold an electronic vote shall be made by the Moderator and the Clerk of Session and such other members as shall be necessary to determine the exigency of the circumstances. Minutes shall be made of the necessity for the electronic vote, the Motion, and the outcome of the vote.

### Article 3: Quorum

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At stated and special meetings a quorum shall be the moderator and 50% of the current sitting elders, moderator included, plus one. In the event. At regular meetings a quorum shall be the moderator and four Elders in order to receive members, act on requested

transfers, or record baptisms. In order to act on other time critical matters a quorum shall be the moderator and 50% of the current sitting elders.

#### **Article 4: Organization**

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The Session may create such councils, committees, or other groups to assist in its work as it deems appropriate. Membership of Elders in such groups shall be by nomination of the moderator and approval of the Session. The moderator shall obtain the advice of the members of the outgoing class of Elders before making such nominations. The Session may appoint others to such groups on recommendation of the group chair. The term of all appointments shall end at the first stated Session meeting of the next year.

#### **Article 5: Session Approval**

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In order for a matter requiring Session approval to be considered at a stated meeting, due notice must be given to all Session members. Putting information about the matter in the mailbox of each Session member by 5:00 p.m. on the Friday before the meeting constitutes due notice. This notice requirement may be waived by a two-thirds vote of those present at the stated meeting. The following matters must have Session approval to become effective:

Statements of policy or position

New programs or ministries

Curricula, unless already approved by Adult Discipleship Council (adult studies) or Family Ministries (children and youth studies).

Teachers (ie new Sunday School and Confirmation teachers)

Membership of councils and committees

General Fund budgets

Establishment and elimination of staff positions

Job descriptions of program personnel\*

Employment and termination of all program personnel except clergy\*

Long-range plans

Recommendations to the congregation for acquisition and disposal of property

Major facility changes

Use of facilities by those outside the congregation

Speakers outside the congregation and staff

Commissioners to higher governing bodies

Official Communications to Presbytery

Contributions from the Gift Trust Fund and Benevolence Committee

Special offerings

Activities on the church calendar, including offsite activities

Reception, dismissal, and transfer of members

Approval of committee and council functions and responsibilities

The Administration Council shall approve the job descriptions, employment, and termination of non-program staff members, or delegate this authority to the Director of Human Resources

\* Program personnel include the clergy and director-level personnel and above.

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## Article 6: Executive Sessions

See Robert's Rules of Order

The Session, upon majority vote, may consider certain matters in executive session, but whenever possible the related actions should be taken in regular session. No Session member should disclose to a Non-Session member anything said or any action taken during an executive session.

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## Article 7: Amendment of Bylaws

Each year at the first stated meeting after the new class of Elders has been installed; the Session shall adopt bylaws that shall be in effect until new bylaws are adopted at the next such meeting. During each year, the bylaws may be amended at any stated or special meeting by a two-thirds vote, provided that fifteen days' notice of the proposed amendment has been given.

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## Bylaws of the Trustees

(1983 Amendment to the Bylaws)

Resolved:

Whereas, the Bylaws of the First Presbyterian Church of Marietta, Inc. provide for the amendment of Bylaws in a duly called congregational meeting; and

Whereas, the proposed amendments to the Bylaws would facilitate the effective functioning of the Board of Directors of the Corporation;

Now, therefore, be it resolved by the congregation of the First Presbyterian Church of Marietta, Inc. that the Bylaws be amended as follows:

1. The seal of the corporation shall contain in a circle the words First Presbyterian Church of Marietta, Inc., and in the center the date A.D. 1835.
2. The managing officers of the Corporation shall be a board of not more than nine nor less than seven directors/trustees who shall select one of their number to be President of the Corporation, to act as such until a new appointment is made by the Board. The Clerk of the Session of the Church shall be ex-officio one of the directors, and shall be the Secretary-Treasurer of the Corporation. He shall keep the records and papers of the Corporation; and shall, with the President, sign deeds for the Corporation and other instruments when they are authorized so to do by the directors. The President shall preside at the meetings of the directors, and may call a meeting at any time. He shall have no other special powers. The ordinary business of the Corporation, the acquisition, management, care and disposal of its property shall be transacted by the Board of Directors. The Board

shall not have power to sell, encumber or otherwise dispose of the Church, Sunday school buildings, the Manse, or any other real property without authority from the congregation of the Church.

3. The Board of Directors shall have no authority or control over the ordinary budget or the current monies of the Church, which shall remain under the control of the Church officers as heretofore; nor shall the Directors interfere in the conduct of religious activities of the Church.
4. The Directors shall be nominated by the Session who is hereby designated as the nominating committee for the Board of Directors and elected in accordance with the *Book of Order of the Presbyterian Church (U.S.A.)* by the Corporation in a regularly constituted congregational meeting from among the Ruling Elders who are serving or have served as members of the Session of the First Presbyterian Church. Should a person nominated by the Session fail to receive a majority of the votes of those present, the Session shall make additional nominations until a new Director is elected. The term of all officers of the Corporation shall be three years. All Directors shall hold office until their

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ve successors are elected.



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5. A regular meeting of the Directors shall be held annually in the month of October and shall be called by the President or two directors, notice to be given to all Directors within reach of notice. A majority of the Directors shall be a quorum. The Secretary-Treasurer shall record and preserve minutes of all Directors meetings.
6. The initial class of Directors elected following the acceptance of these bylaws as amended by the congregation shall continue in office until expiration of the term in October, 1986.
7. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the majority of the Session at any regular Session meeting. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.
8. Any action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent is in writing, setting forth the action so to be taken, shall be signed before such action by all of the directors.
9. These bylaws may be altered or amended in a meeting of the congregation of the Church duly called for that purpose.

Adopted October 30, 1983

CONGREGATION OF FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC.

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Russell P. McLean  
Clerk of the Session

### **Ratification of Directors' Actions**

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Whereas, the present and past members of the Board of Directors of the First Presbyterian Church of Marietta, Inc. have ably served their Church,

Now, therefore, be it resolved by the Congregation of the First Presbyterian Church of Marietta, Inc. that any and all actions taken by the Board of Directors from the date of their organization through the current date are hereby ratified and approved.

Adopted October 30, 1983.

CONGREGATION OF THE FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC.

  
James O. Speed, Jr.,  
Moderator

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Russell P. McLean

# Congregational Committees: Functions and Responsibilities

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## Officer Nominating Committee

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Adopted September 14, 2014

### PROCEDURES FOR ELECTING OFFICERS

The ONC shall be composed of eleven members: two members of the session, two members of the board of deacons, six at-large members (active members of the congregation who are not serving on the session or the board of deacons), and the senior pastor. The senior pastor shall serve *ex officio* and without vote.

The voting members shall serve two- year terms, which shall be staggered so that one ruling elder position, one deacon position, and three at-large positions become vacant every year. Voting members who have served a partial term shall be eligible for re-election but shall not serve more than two consecutive years.

The ruling elders shall be elected by the session, the deacons shall be elected by the board of deacons, and the at-large members shall be elected by the congregation in the same manner as officers are elected. Each year before March 1 the session shall elect a ruling elder whose term shall begin on March 1, and the board of deacons shall elect a deacon whose term shall begin on March 1. At the same time officers are elected, the congregation shall elect three at-large members whose terms shall begin in January following their election.

No person shall serve on the ONC with a member of his or her immediate household, and no paid staff member shall be a member of the ONC. Except for these two restrictions, all active members of the congregation shall be eligible to serve on the ONC.

The session shall designate one of the ruling elders to serve as moderator of the ONC. The moderator shall ensure that each ONC member is thoroughly familiar with the election procedures and the qualifications, responsibilities, and duties of officers as set forth in the *Book of Order* and in these procedures.

The members of the ONC shall keep confidential the names of persons suggested by the congregation for any office, the comments from the congregation about such persons, the deliberations concerning such person, the records of such deliberations, and the minutes of actions naming such persons, except the final list of nominees. The ONC shall designate one of its members to maintain custody of all of its minutes and records during an election cycle. That person shall maintain all ONC records until the election results are certified, and then destroy the confidential records. Copies of any minutes or records that are not confidential, such as those concerning only ONC procedures, shall be given to the session and to the new ONC moderator.

## NOMINATION AND ELECTION OF OFFICERS

In March of each year, the ONC shall request the congregation to suggest persons for nomination for ruling elder, deacon, and member of the ONC, and to comment on their merits. The request shall specify the date by which the suggestions must be received and shall include a form for suggestions and comments and a copy of page 3 of these procedures.

The active members of the congregation shall return the suggestions and comments, signed, to the ONC for its review and guidance in making nominations. In assessing the qualifications of an individual for office, the ONC shall use the guidelines on page 3, comments from the congregation, and any additional information the committee members may have, but need not consider the number of members who have suggested the individual.

Following the principle of full participation of *Book of Order* paragraph G-3.0103 and the guidelines on page 3 of these procedures, the ONC shall prepare a complete slate of nominees for ruling elder, deacon, and at-large member of the ONC. The ONC shall secure each nominee's agreement to be nominated, using the attached forms ONC -1, ONC-2, and ONC-3. The ONC may modify the DUTIES paragraphs of these forms from time to time to reflect organizational changes in the session or board of deacons.

When the ONC has prepared a complete slate and all the nominees have signed the agreements described above, the ONC moderator shall request the session to call a meeting of the congregation to elect officers. At least two weeks before the date of the called meeting, the ONC shall make readily available to the congregation the list of its nominees, with a brief biographical sketch of each nominee. Upon request, the ONC shall give a copy of the agreement forms to any active member of the congregation.

At the called meeting the ONC shall nominate its slate of nominees. Any active member of the congregation may make a nomination from the floor if his or her nominee has signed the appropriate agreement form. Nominations shall be limited to stating the name of the nominee.

If there is a nomination from the floor for any office, the meeting shall proceed until nominations for that office are closed, but the election for that office shall be postponed to an adjourned meeting convened at least two weeks later. The ONC shall prepare a ballot containing the names of all nominees and indicating those nominated by the committee and those nominated from the floor. The ONC shall publish at least one week before the adjourned meeting a copy of the ballot and brief biographical sketches of the floor nominees, similar to the previously published sketches of the committee's nominees. The election shall be by secret ballot. The Clerk of Session shall appoint tellers who shall count the votes as soon as practical and report the results to the congregation as prescribed by the most recent edition of *Robert's Rules of Order* (currently the 11<sup>th</sup> edition, page 417, line 18, through page 418, line 25).

The newly elected officers and at-large members of the ONC shall be installed in the month of January after the election.

## ADVICE TO PROSPECTIVE ONC MEMBERS

Prospective members of the ONC should take the following very seriously:

1. This committee will undoubtedly meet a number of times. Almost certainly the number may be no fewer than six and may be as many as twelve. Some of these meetings may be on Sundays, many of them perhaps will be at night. It may be necessary for some of them to extend for two or even three hours.
2. You will be asked to perform certain tasks of a very sensitive nature. It may be necessary for members of the ONC to confer with officers of the church, church school officers, leaders of the women, and others to get suggestions and evaluations. Once nominations have been made you may be asked to confer privately with individuals and secure their willingness to serve.
3. You will of necessity, because of the nature of this work, be forced to state opinions and arrive at the most accurate judgments you can about the qualifications of your fellow members for office in the church. You will be asked to do this through prayer and through listening to the Spirit work among you, but this will not relieve you of a rather awesome burden of responsibility.
4. You must be willing to guard the confidentiality of all the deliberations of the committee during the time you are on it and afterwards.

It is likely that this list contains no surprises and that you are quite ready to accept the indicated responsibilities. However, you should be fully aware of all that is involved as the election is being conducted.

## GUIDELINES FOR ELIGIBILITY FOR OFFICERS

1. Officers shall be elected to serve a full three-year term unless elected to fill a designated vacancy, in which case the term of office shall be the time remaining for the particular class to which the individual is elected.
2. No officer shall serve more than three consecutive years except in the case of an officer elected to fill a one-year vacancy. That officer shall be eligible for election for a full term at the end of the one-year term.
3. Officers shall be ineligible for re-election for the same office for a period of two years, except as provided in Guideline 2 above.
4. No ONC member or member of his or her immediate household shall be nominated for ruling elder or deacon.
5. No person shall be nominated to serve concurrently on the session or board of deacons with a member of that person's immediate household.
6. Prior service as a deacon at First Presbyterian Church, Marietta, Georgia, shall not be a requirement for nomination for ruling elder.
7. No paid staff member shall be nominated to serve as ruling elder or deacon.
8. Only those persons who regularly submit an Estimate of Giving Card and/or contribute to the church's General Fund shall be eligible for nomination for ruling elder or deacon.
9. All active members of the congregation shall be eligible for nomination for ruling elder or deacon except as restricted by the above guidelines.

## GUIDELINES FOR EVALUATION FOR OFFICERS

A person being considered for nomination as an officer should:

1. Be a person of faith, dedication, good judgment, and spiritual maturity who witnesses his or her faith by being a leader in worship and in the spreading of the gospel, both within the church and within the world.

2. Be a person who demonstrates stewardship of time and money as well as regular church attendance, participation in activities resulting in service to the church and the community by the sharing of their time, talents, and resources.

## Pastor Nominating Committee

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Revised July, 2013

### Calling a Pastor/Pastor Nominating Committee

#### Overview

The calling of a Pastor or Associate Pastor must be done in accordance with applicable sections of the Book of Order of PCUSA (including G-2.05, G-2.06, G-2.07, G-2.08, G-2.09) , as well as in compliance with the policies of the Cherokee Presbytery Committee on Ministry, as defined in the Ministry Manual. Other useful publications and resources exist, and may additionally be used by the PNC.

A ten step process is defined to guide the process of calling a new Pastor or Associate Pastor, as follows below:

Step 1 - Pastor or Associate Pastor leaves, or COM approves a new position, creating a vacancy.

1. In the case of a pastor leaving
  - a. Pastor immediately notifies Presbytery Mission Coordinator or COM chair first of his/her intention to leave, then in this order: other staff, the Session, the congregation.
  - b. Presbytery will send Clerk of Session Intentional the Interim Ministry Guidelines of the Committee on Ministry.
  - c. Session calls a congregational meeting in which the congregation votes to ask Presbytery to concur with the request to dissolve relationship with departing pastor.
  - d. Congregation meets and votes to ask Presbytery to concur with the request to dissolve relationship with departing pastor and reports in writing the action to the Stated Clerk. COM at its next stated meeting approves the dissolution of the relationship.
  - e. The Presbytery Mission Coordinator or a COM representative meets with the Session and the departing pastor to discuss the dissolution of the pastoral relationship, procedures for arranging pastoral leadership for the interim period, and the search process for calling a new pastor. If the COM Liaison has been appointed, that person will also attend the meeting.
  - f. Exit interview is held between pastor, Session and a COM representative.
  - g. Presbytery Mission Coordinator ordinarily conducts worship service first Sunday after Pastor departs.

- h. Session, in consultation with COM, determines whether an interim or stated supply is required. In either case, Session provides Presbytery office with a position description for the interim or stated supply position.
  - i. Presbytery announces opportunity for stated supply or interim position.
  - j. Potential interim pastors contact session or interim search committee.
  - k. Session approves contract with interim pastor and submits contract to COM for approval.
  - l. Session determines if a goal-setting or mission study process is appropriate, consulting with Presbytery staff for options and resources as required. If a mission study is conducted, session submits results to PNC for use in completing the MIF.
2. In the case of a new associate pastor or co-pastor position
- a. The session calls a congregation meeting for the purpose of creating a new associate pastor or co-pastor position.
  - b. Congregation votes to create the position at the called congregational meeting.
  - c. Session informs COM in writing of the creation of the new position and requests COM's guidance in the search. If the Session decides to call an interim for the newly-created position, the process outlined in steps H - K, above, is used.

Step 2 – Election of Pastor Nominating Committee (**Adopted by congregation on 9/11/2005**) – This step shall be done in coordination with COM and appointed liaison(s).

**Composition:**

The PNC shall be composed of nine members in three categories: two elders who, when nominated, are members of the session; two deacons who, when nominated, are members of the board of deacons; and five active members at-large of the congregation who, when elected, are not members of the current session or current board of deacons.

**Nomination:**

The Session shall nominate two Session members, the board of deacons shall nominate two members of the board, and the Officer Nominating Committee shall nominate five active members at-large. In selecting its nominees, the Officer Nominating Committee shall solicit suggestions from the congregation and seek to fulfill the *Book of Order* requirement that the PNC shall be representative of the whole congregation. The nominating bodies shall follow the guidelines on the attached [PASTOR NOMINATING COMMITTEE NOMINEE AGREEMENT](#), and use that form to secure each nominee's agreement to be nominated.

**Election:**

The Session shall call a meeting of the congregation to elect the PNC. The names and brief biographical sketches of the nominees shall be published at least one week before the congregational meeting. There shall be three elections, one for each category of members, and the nominees described above shall be placed in nomination. Any active member of the congregation may make a nomination from the floor for a member in any category if the nominee has signed the attached form. Nominations shall be limited to

stating the name of the nominee. If there is a nomination from the floor for any category, the meeting shall proceed until nominations for that category are closed, but the election for that category shall be postponed to an adjourned meeting to be convened at least two weeks later. The Session shall have prepared a ballot containing the names of all nominees and indicating those originally nominated and those nominated from the floor. At least one week before the adjourned meeting, a copy of the ballot and a brief biographical sketch of each floor nominee, similar to and accompanied by the previously published sketches of nominees, shall be published. The election shall be by secret ballot, and absentee voting shall not be permitted. Only those active members of the congregation who are present at the meeting and seated shall be given ballots. The Clerk shall appoint tellers who shall count the votes as soon as practical and report the results to the congregation as prescribed by the most recent edition of *Robert's Rules of Order* (currently the 10<sup>th</sup> edition, p. 427, lines 6-19, and p. 403, line 3, through p. 404, line 20).

**Term:**

The PNC shall begin its activities as soon as all nine members have been elected, and shall be dissolved when the new pastor is installed. Members of this committee will be asked during the first year of the newly installed pastor's term to serve as a support team for the newly installed pastor.

**Officers:**

The members of the PNC shall elect an elder as chair of the committee and other members as vice-chair and secretary.

**Step 3 - The PNC begins its work.**

1. COM Liaison will attend the first meeting of PNC to explain the entire search process and help the PNC get organized to begin its work. The PNC elects officers as above, adopts internal policies on decision process, use of subcommittees, other administrative processes, determines a regular meeting schedule, and discusses means of keeping congregation informed of their progress.
2. PNC informs congregation of the search process and role of PNC, Session, and Presbytery, usually via a congregational letter or newsletter article.
3. PNC requests from Session an approved budget for the work of the PNC (postage, telephone calls, travel and lodging expenses for candidates and PNC, advertising the position, etc).
4. The COM Liaison will meet with the PNC on regular basis to answer questions, provide resources, and report on the PNC's progress to the COM. The Liaison should be notified of any change of meetings and sent copies of all committee communications.

Step 4 - The PNC completes the Church Information Form (CIF).

1. The PNC begins to gather data and make assignments for completing the MIF. The PNC works with the Personnel Committee to draft the position description, and with the Administrator and Stewardship Council to obtain preliminary determination of salary and benefits, in compliance with Presbytery's compensation guidelines.
2. PNC also draws on the Session's goal setting/mission study data and seeks input from the congregation on leadership skills needed for the position, as appropriate.
3. PNC submits completed MIF to Session and COM Liaison for approval.
4. PNC submits a copy of the approved CIF, signed by PNC Chair and the Clerk of Session, to the Presbytery Mission Coordinator.
5. PNC submits the MIF to Church Leadership Connection, the internet-based computer matching system of the PC(USA) Call Referral Services, using passwords provided by either the COM chair or the Mission Coordinator.
6. Both COM and the Clerk of Session electronically approve the CIF. The MIF is reviewed by Call Referral Services and included in the Opportunity Search database.
7. Call Referral Services generates a list of matched PIFs for the PNC to consider. The MIF is also now available in the Opportunities Search on the PC(USA) website, where pastors seeking churches may review it and make self-referrals.
8. Copies of the MIF are made available to each PNC member and Liaison, and copies are placed in church office for congregational information.

Step 5 - PNC identifies and interviews promising candidates.

1. Reminder: This is the point at which the process becomes highly confidential.
2. PNC receives PIFs through the General Presbyter or directly from potential candidates responding to CIF on the Opportunities Search.
3. PNC develops and carries out a plan for seeking out recommendations for other potential candidates, such as congregational members and friends, other ministers, presbytery executives, and seminaries. If desired, PNC places advertisements in denominational publications.
4. PNC develops procedures to receive, acknowledge, distribute, protect, and screen PIFs, being mindful of EEO/AA and maintaining strict confidentiality.
5. Suitable candidates are contacted to determine availability and interest. They are sent copies of the MIF (and other information about the church, as appropriate).
6. PNC identifies candidates deemed worthy of further contact. The committee may follow up on promising candidates by asking additional questions, arranging preliminary phone or Skype interviews, and by reviewing downloaded files, audio tapes, video tapes and DVD's of sermons.
7. PNC conducts primary and secondary references checks, being continually sensitive to privacy guidelines for checking references. Secondary references provided by pastor candidate(s) shall not be contacted without obtaining a written release from the candidate using Presbytery's form.

8. PNC establishes procedures for interviewing and hearing promising candidates preach, as well as criteria for evaluating preaching and screening and rating candidates.
9. PNC promptly notifies those candidates deemed not suitable, keeps suitable candidates informed of their status and asks them to keep their candidacy confidential.
10. Before face-to-face interviews with candidates, PNC shall consult with Liaison and request Presbytery staff to do reference checks with Mission Coordinator's counterpart in the presbyteries where the candidates are members.
11. The PNC interviews final candidates, usually over a weekend that includes time for questions and answers, fellowship, an opportunity to hear the minister preach, and a tour of church facilities, being mindful to maintain confidentiality at all times.
12. The PNC obtains signed permission from all final candidates to conduct a criminal background check, credit check, and other validations as required by the Personnel Manual.

Step 6 - PNC selects a final candidate.

1. Prayerfully, make the selection, in accordance with the decision guidelines established by the PNC.
2. The PNC submits to the Presbytery office for processing the signed permission to conduct background check from the final candidate, as well as completing criminal background and credit validations using the church's service provider..
3. The PNC negotiates with chairs of Stewardship Council and Administration any adjustment in the benefits package (WITHOUT REVEALING THE IDENTITY OF THE CANDIDATE).
4. The PNC extends the call to the candidate (in a phone call) and completes final negotiations regarding the position description and compensation/benefit package.
5. [NOTE: If candidate is not ordained, or if candidate is not a Presbyterian, additional steps are required.]

Step 7 - The call is approved by the Committee on Ministry.

1. PNC requests scheduling of COM examination and submits candidate's PIF and terms of call to presbytery staff. [NOTE: DO NOT CALL A CONGREGATIONAL MEETING YET!]
2. Candidate will submit a 2-3 page document containing their Journey of Faith, a personal Theological Statement and his/her Sense of Call to this particular work to the presbytery office at least ten days in advance of the COM .
3. The candidate meets with the COM, which reviews the terms of call and Statement of Faith and considers the "match" between the candidate and the congregation. [NOTE: When this interview pertains to an Associate Pastor, the Pastor as head of staff, must also attend the COM interview.]

4. COM approves call and, if candidate is not a member of Cherokee Presbytery, recommends that the minister be received by the presbytery at the next meeting.
5. COM can grant permission for the candidate to move onto the field prior to the presbytery meeting if the vote to recommend membership in the presbytery is unanimous. This is only true for ordained ministers of the PCUSA.
6. COM grants permission for Session to call a congregational meeting to vote on the candidate

Step 8 - The call is approved by the congregation.

1. PNC requests Session to call a congregational meeting for the purpose of presenting their report. When the date is set, which must be at least 10 days following the call, the PNC may send a letter to the congregation, introducing the candidate's qualifications (but not name), presenting the terms of call, and encouraging attendance at the congregational meeting.
2. The congregational meeting usually takes place after a worship service.
3. At the congregational meeting, the PNC presents a report on the search process, the candidate's name and pertinent facts about him/her, its recommendation and the terms of call to the congregation, and takes questions from the congregation. The vote shall be by secret ballot, and absentee voting shall not be permitted. Only those active members of the congregation who are present at the meeting and seated shall be given ballots. The Clerk shall appoint tellers who shall count the votes as soon as practical and report the results to the congregation as prescribed by the most recent edition of Robert's Rules of Order (currently the 10th edition, p. 427, lines 6-19, and p. 403, line 3, through p. 404, line 20); if favorable, a motion is also made for the PNC to be dismissed with thanks.
4. Moderator of Session attests to congregation's actions, Clerk of Session completes formal call forms and returns them to Presbytery office, with the signature of PNC members.
5. PNC notifies all other candidates that the process is completed.

Step 9 - The call is approved by Presbytery and the candidate is received as a member.

1. At its next meeting, Presbytery hears and acts on the COM's recommendations about receiving the minister, the terms of call, the Commission to Ordain/Install and the installation plans.
2. Stated Clerk writes to the candidate's presbytery to request transfer for the pastor elect.
3. The pastor-elect's presbytery dismisses her/him to Cherokee Presbytery.
4. Presbytery staff informs Call Referral Services that the vacancy has been filled. PNC seals all materials related to the chosen candidate, including references, and stores them in a secure place. The PNC destroys all other PIFs, references, interview notes, and reference checks. They cannot be reused and shall not be passed on to other committees.

5. Congregation and Staff prepare for the arrival of the pastor and welcomes every member of the family. PNC provides support to new pastor during the transition and for the first year of the pastor's tenure.

Step 10 - The new pastor is installed. The new pastor is installed by presbytery in cooperation with the congregation, at the time approved by Presbytery in Step 9.

## **Session Councils: Functions and Responsibilities**

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### **Administration Council**

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March 01, 2011

#### **Membership**

The Administration Council consists seven (7) voting members; four (4) active Elders, the Clerk of Session, the Moderator of the Diaconate, and the Moderator-Elect of the Diaconate. The Pastor and the Director of Administration are ex-officio non-voting members.

#### **Term**

One year minimum.

#### **Responsibilities**

Oversee administrative matters regarding staff budgets and personnel performance.

#### **Functions**

##### **Personnel Committee**

Establish and maintain the Personnel Committee consisting of the four Elders, Clerk of Session, the Director of Administration (ex-officio), and the Pastor [ex-officio] to consider and determine actions involving sensitive personnel matters.

##### **Salary Administration**

Establish and maintain the Salary Administration Plan which shall include salary grades and ranges for all staff members. Review and recommend approval of all proposed:

- Changes to the call of the ministers;
- Starting salaries above the mid-point of the applicable salary range; and
- All salary changes.

**Personnel Matters**

- Establish and maintain the personnel policies for all Staff members.
- Review all matters involving the terms and conditions of employment of the staff that are not in accordance with the established personnel policies.

**Staff Budget**

Prepare and recommend approval of the annual budget for all salaries, employee benefits, and related costs.

**Job Descriptions**

Establish and maintain job descriptions for all Staff Members (retained by the Director of Administration).

**Minister's Call**

- Develop the terms of all calls and call changes and obtain stewardship approval.
- Request that the Session call a congregational meeting when appropriate to change the terms of a call.
- Present to the congregation the terms of the call.

**Performance Reviews**

- Conduct an annual performance review of the Pastors.
- Insure that annual reviews are conducted for all full-time, permanent employees.

**Disciplinary Matters**

Advise the Pastor on disciplinary matters. Review and approve or disapprove severe disciplinary actions such as suspensions and dismissals.

**Assignments**

Assign to an appropriate council/committee, responsibilities that arise and are not included in the functions and responsibilities of any council / committee.

## **Adult Discipleship Council**

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Revised May 27, 2013

### **Membership**

- 2 Elders (one of whom is chair and one chair-in-nomination)
- Representatives from each Sunday School Class or other educational opportunity
- Church librarians

### **Term**

One year minimum

### **Responsibilities**

It is the responsibility of this Council to provide for the Christian Education of the adult members of this congregation. Educational activities occur on Sunday mornings, Wednesday nights, and at other times during the week.

- Council approves Bible study/curriculum with the advice of a staff pastor. The Council informs the Session of the approval at their next Stated Session meeting.
- Council presents prospective teachers to the Session for approval
- Council provides oversight, support, and training for the Bible study leaders and teachers.

### **Functions**

#### **Sunday Adult Programs**

- Adult Sunday School
- 

#### **Wednesday Programs and Weekly Classes**

- Weekly Bible Studies
- Wednesday Night Programs
- Presbyterian Women
- FPC Book Club

#### **Leadership and Training Events**

- Sunday adult teachers
- Adult Discipleship Leader Training

#### **Christian Education Administration**

- Communications to teachers and congregation

- Christian Education curriculum oversight, resources, and equipment
- Website management

#### **Other Areas**

- Church Library
- Seminarian Care
- Curriculum Resource Room

### **Congregational Life Council**

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#### **Membership:**

- Elders (2-3) - Chair, 1-2 others appointed by the Session.
- Deacons- not less than 3; one per Diaconate class, appointed by Board of Deacons.
- At-Large Members as needed
- Ex-Officio
  - Staff Liaison Associate Pastor of Pastoral Care
  - Staff Support, Assistant of Associate Pastor of Pastoral Care

#### **Term:**

One year minimum

#### **Responsibilities:**

- To develop and implement specific programs which:
  - Respond to identified needs and concerns of our church members
  - Nurture our members
  - Are a visible witness of our faith
  - Promote fellowship and are a means of connection to others
  - Provide an avenue of service to others
- To develop and oversee the annual operating budget.
- To propose and oversee all Council Programs and Activities, to include but not limited to (based on current year programs):
  - Congregational Fellowship:
    - ♦ Church Picnic
    - ♦ Dinner Groups

- Ladies Night Out
- Pictorial Directory – every three to four years
- Prayer Shawl Ministry
- Presbyterian Women (in conjunction with Adult Discipleship)
- Congregational Care:
  - Adoption/Foster Family Connection
  - Career Transition Ministry
  - Career Transition Ministry Support Groups (in partnership with Stephen Ministry)
  - Congregational Assistance Fund (see attached policy)
  - Congregational Health Ministry
  - Divorce Support Groups – as needed
  - Financial Education Ministry (in conjunction with Adult Discipleship)
  - Grief Support Groups – as needed
  - Home Visitation/HomeBound
  - Intercessory Prayer Group
  - Martha Ministry
  - Shepherding the Flock
  - Stephen Ministry
- To assist in securing volunteers to support all programs, as committee chairpersons and members.
- To coordinate with Staff Liaison Minister regarding Council activities and programs.
- To evaluate existing and proposed programs to ensure that they address congregational needs. Make recommendations to the Session on those programs that should be initiated or discontinued.

**Members of the Council contact the point person for their assigned ministries on a monthly basis. Send reports and action items for Session to Chair via e-mail by the second Sunday of each month.**

### **Congregational Assistance Fund Disbursement Policy**

Revised May 10, 2011

Approved by Congregational Life Council, Stewardship Council, and the Session

***“Carry each other’s burdens, and in this way you will fulfill the law of Christ.” Galatians 6:2***

First Presbyterian Church aspires to meet the needs of those in our church community through wise and generous stewardship of the resources with which God has blessed us. The

Congregational Assistance Fund is intended to relieve an emergency need, to be used when an individual or family requesting assistance has exhausted all other reasonable sources of help.

**I. Oversight:**

The Congregational Assistance Committee (“Committee”) shall have the responsibility for overseeing the administration of the Congregational Assistance Fund (“Fund”). The members of the Committee shall determine who will receive disbursements, in what amount, and for what duration.

**II. Committee Composition**

The Committee shall be comprised of the Church Administrator, Chair of Congregational Life Council, Chair of Stewardship Council and the Pastor of Congregational Life.

**III. Eligible Expenses:**

Recipients of the fund shall be part of the FPC community. The Fund is to be used for temporary help during a period of crisis and disbursements from the fund should be for basic necessities such as food, clothing, shelter, utilities and medical care.

In an effort to respect the privacy of the person making the request, the committee will keep all names in confidence. Criteria for determining need will include, but not be limited to, income limitations, distressed situation, loss of job, and death in family.

**IV. Duration of Assistance:**

The church will provide assistance for a specific need with a clear understanding that the Congregational Assistance Fund is not able to provide long term support. The Committee will have discretion over term and total amount of financial assistance in each case.

**V. Contributions To the Fund:**

In order to comply with IRS regulations concerning charitable contributions, all gifts to the Fund must be unconditional and may **NOT** be earmarked or otherwise designated for particular purposes or recipients.

Donors making contributions to the Fund subject to these conditions may be able to claim a deduction for tax purposes. Donors should consult their individual tax advisor for confirmation.

The Committee shall communicate to the Stewardship Council when the balance of the Fund drops below \$5,000 in order to replenish the Fund through the solicitation of the congregation.

**VI. Guidelines for CAF Committee**

Approval for disbursements from the Fund shall follow the following steps:

- a) Individuals or families seeking assistance shall make a request to the Church Administrator or Pastor for Congregational Life.

- b) Application is reviewed by Committee. An exception to this policy would be when less than \$500 has been requested for living expenses.
- c) Availability of Funds is confirmed.
- d) Determine the limit of assistance.
- e) May recommend recipients participation in a financial literacy class, such as Crown Ministries or Financial Peace University.
- f) All effort should be made to disburse funds directly payable to vendors or creditors.

At least two members of the Committee (one being the Pastor for Congregational Life and one being one of the Elder Council Chairs) are needed to approve each request over \$500.

## **Family Council**

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### **Membership**

- Active Elders (2) - one who will serve as chair.
- Active Deacons (3).
- Staff Members:
  - Youth Director
  - Preschool Director
  - Associate Pastor of Family Ministry
  - Children's Director
  - Nursery Director
  - Mother's Morning Out Coordinator
- Church at Large Members
  - A number appropriate to assist with the various committees of the council including 2 senior high representatives.
  - A maximum of 2 youth advisors.

### **Term**

One year minimum

### **Functions**

- Parent Growth and Encouragement
  - Training/ Educational Events for Families.
  - Work to further empower Parents in the growth of their children.
- Preschool and elementary Sunday School
  - Teacher recruitment, support, encouragement, and training
  - Nursery oversight

- Sunday morning classes
- Wednesday Night activities
  - Worship instruction and Children's Church
- Mothers Morning Out
- Special events:
  - Vacation Bible School and Mission Camp
  - Special needs programs
  - Third Grade Bible Dedication
  - Advent activities Fellowship events (Fishing on the Farm/movie nights)
- Middle and High School Sunday School:
  - High School and Middle School Classes
  - Confirmation Classes
  - Special Events:
    - ♦ Sex Education Events
    - ♦ Mission/Outreach
  - Advisor recruitment, support, encouragement and training
- Middle and High School Youth Programs:
  - Regular Programs, Retreats,
  - Missions support, planning, and fundraising
  - Special Events:
    - ♦ Family Ministry Events
    - ♦ Concerts/Outreach Events
    - ♦ High School Graduation recognition
  - Advisor recruitment, support, encouragement, and training
- Weekday Preschool:
  - Teacher recruitment, support, encouragement, and training
  - Summer Camp Program
  - Oversight of preschool board

### **Operational Procedures**

- Monthly meetings will be the norm on the first Monday of each month.
- Director reports and agenda will arrive the Thursday before the meeting with details regarding the upcoming meeting.
- Vision and mission of Family Council will be reviewed annually by council.

- Monthly stories and testimonials are encouraged within the meeting structure as well as a time of prayer for the ministry.
- The meeting will not last longer than 1.5 hours except by vote of the Council.
- Regularly support volunteers.
- (Examples include but are not limited to; Secret Santas, prayer partners, etc.)
- Yearly appreciation of volunteers.
- Rotation on the committee -maximum three year commitment and one year off.

## Policies

- All volunteers will be approved by the Family Council and submitted to the Session for approval. Each volunteer will adhere to the Child Protection Policy and Background checks as designated by the Session and in concordance with State and Federal Laws.
- All adult and college advisors as well as chaperones going on retreats and events will be approved by Family Council and submitted to the Session for approval.
- Reports will be made to the Family Council following all youth retreats and/or events. The Family Council will report situations from these retreats to the Session as deemed necessary to keep them Informed.
- Detailed reports of income and expenses will be kept on all major retreats and events.
- All outside speakers and groups will be approved by the Family Council and submitted to the Session for approval.
- The standard for adult and college advisors to youth ratio for retreats is better than 1/10, and strives for 1/6. If both male and female participants, then there will be both male and female adult advisors.

## Mission Council

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### Mission Council

#### Membership

The council shall be made up of:

- One to three Elders: one elder who is Chair of the council, a second Elder who serves as chair elect, and/or a third elder as past-chair
- Up to 12 deacons: one who serves as vice-chair of the council, a second who serves as vice-chair elect, and/or a third as past vice-chair
- Up to 5 at-large FPC members who have spiritual maturity, active participation in FPC, and can dependably carry out their assigned tasks;

- At least one staff and/or administrative liaison

There is a need for continuity in this council; therefore, the term of service for members is two to three years. Preferably the number of members with less than one year of service on this council will not make up more than 50% of the council.

### **Member Responsibilities**

Each member is expected to:

- Pray regularly for FPC-supported ministries and missionaries.
- Be familiar with policies and practices of the Mission Council
- Attend council meetings, both regular monthly and called.
- Be participatory at a majority of Mission Council-sponsored events
- Deacons and elders who are not current chairs of the council act as liaisons with the sponsored organizations, and maintain communication and healthy relationship with at least one supported agency/missionary. Communication will happen at least quarterly to insure appropriate use of funds.
- Continue to study missions and new mission opportunities
- Be alert to pass on new information to the council.
- Serve as a source of missions' information to the congregation.

### **Functions of the Council**

- Seek and share prayer concerns.
- Develop and update mission policy as necessary
- The council will evaluate and recommend to the Session the missionaries, agencies, special projects, and ministries for approval of support
- Prepare and administer the mission budget.
- Educate and inspire the congregation in the field of missions.
- The council will give guidance to the congregation for effective and creative ministry to the internal, local, regional, and international communities
- Advocate for mission projects and encourage giving of finances, time, and materials.
- Celebrate FPC members who participate in mission activities.
- Administer and evaluate the mission program so as to stimulate interest and participation of the congregation in missions.
- The council will promote and support the needs of FPC supported missionaries.
- The council will sponsor an annual Mission Expo to highlight budgeted mission partners and other opportunities.

### **Sub-council Committee Functions**

- The Steering Committee will be made up of the Chair and Chair-elect, the vice-Chair, and the vice-Chair elect, and a representative from the church staff. This committee

prepares, reviews, and monitors the budget. This committee reviews the policy handbook, future goals, recruits and trains council members and assists in developing a mission program.

- The Steering Committee will propose a budget for the consideration and approval of the council, by timeline put forth by chair of Stewardship. The procedure for preparation and approval of the budget is as follows:
- The council will determine the need for support of each FPC mission recipient.
- The Steering Committee will furnish to the council a copy of the budget based on amount of funds available, as determined by the chair of Stewardship.
- A majority of the council will approve the budget and submit it to the Session
- The above steps would be followed for requesting funds from the Gift Trust Fund

## **Stewardship Council**

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### **Membership**

- The Council shall be made up of:
- Three Elders.
- Three Deacons including Moderator of Diaconate, Chair(s) of First Fruits, and one other appointed by the Diaconate.
- The General Fund Treasurer and the Contributions / Special Funds Treasurer.
- Additional members of the congregation appointed by the Session.
- The Pastor or designee.
- Director of Administration.
- Director of Accounting

### **Term**

One year minimum

### **Responsibilities**

#### **General**

To encourage the members of the congregation to give generously of their money, time, and talents to God's work in this church.

To assure that the money contributed is used effectively and is distributed to the causes for which it was intended.

## Finance

- Oversee the preparation of a Unified General [Fund] budget for submission to the Session at the beginning of each year in collaboration with other councils.
- Ensure the presentation of [Issue] periodic financial reports that show clearly the income, expenditures, assets, and liabilities of the General fund and other church funds.
- Monitor the expenditures of all councils to insure compliance with the budget and any special conditions that the Session may impose.
- Establish investment policies for all church funds except the Gift Trust Fund.
- Provide for annual audits in accordance with the Book of Order.
- Develop and maintain a long-range financial plan in collaboration with the Planning Council.

## Stewardship

- Encourage our members to be generous in applying their resources to God's work in this church and the ministries it supports.
- Conduct an annual Campaign to encourage the members of the congregation to give their money generously to the General Fund.
- Determine, in collaboration with other councils, the special fund drives that are needed each year and recommend them to the Session.

## Council Policies

- All councils and committees will comply with the following policies:
- The budgets recommended to the Session shall not exceed a reasonable estimate of the total amount of General Fund income from all sources including carry over from the previous year.
  - All church expenditures shall go through the books of account of the church.
  - Loans shall not be made to members of the congregation.
  - The Stewardship Council will keep the congregation advised of the general financial condition of the church and make details available on request.
  - A council may transfer funds between its accounts to avoid overruns, and shall advise the Stewardship Council of the transfers. No transfer reflecting a major change in a council's activity shall be made without Session approval.
  - The term of any treasurer shall not exceed three years.
  - The General Fund shall receive interest earned by money in designated fund accounts, except for accounts in which funds are intended to remain for long periods of time.
  - Fund raising activities by Councils/Committees need to be approved by Stewardship, either in vote by the Session of the annual list or individually as they are proposed. No activity should be brought to Stewardship until first approved by the Council/Committee overseeing the program.

### Benevolence Policy

The allocation of undesignated special gifts, bequests and memorials shall be administered as follows:

1. The Clerk of the Session shall be informed of the receipt of any such undesignated special gifts.
2. All undesignated special gifts, bequests and memorials shall be sent to the Session via Stewardship who will make recommendations on how to distribute the gift.
3. Potential candidates for distribution by Stewardship may include, but are not limited to:
  - a. Acquisition of equipment and furnishings form FPC when designated to honor or memorialize the donors or their designees.
  - b. Gift Trust Fund
  - c. Debt Retirement
  - d. Capital Reserves Fund
  - e. Benevolences
4. For funds approved by the Session for distribution to benevolences, the Benevolence Committee - consisting of the Council Chairs, the Diaconate Chair, and the Clerk of the Session, who shall Chair the committee - shall review suggestions for use of the funds and make recommendations to the Session.

### Designated Gifts Policy

1. All designated gifts shall be received in confidentiality, recorded as directed by the donor on the church ledger in "Designated Donor Restricted" accounts, and assigned appropriate account numbers and designated titles to identify the restricted account. The Minister/Director and Council Chair responsible for the designated account will be notified by the Director of Accounting of the designated gift availability and the restrictions associated with the gift.
2. Ministers/Directors, Council Chairs, and the Chair of Stewardship will discuss with a donor the suitability of such donations if the need for which the gift is given has already been met, is no longer suitable, or the funds could better be directed to another purpose. The Minister, Council Chair and the Chair of Stewardship may find it necessary to advise a donor that FPC cannot receive the gift if: a) the restrictions of the donor cannot be honored by FPC, or b) both parties cannot agree to the suitability of the gift.
3. Designated gift(s) will be used before general budget funds to cover appropriate expenses in all financial transactions. Designated funds will not be placed in "reserve" for any reason by any Minister, Council Chair, or Director.
4. If a gift remains unspent after twelve months of the receipt, the gift may be reallocated by the Council responsible for managing the designated account/funds and used for purposes the Council deems to meet the current needs of FPC and the Council.
5. If a gift in #4 above is to be reallocated, the Council Chair will notify the donor(s) prior to the proposed redirection of funds and the current need(s) to which the funds will be applied.

6. Non-cash contributions of goods and services, if deemed appropriate to be received by the Director of Administration for the church, will be acknowledged by FPC as received but the appraised value for tax purposes is the responsibility of the donor.

## **Witness Council**

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### **Membership**

- Two (2) members of the Session, to include chair, and one (1) member to be appointed by the Senior Pastor.
- Four (4) deacons, at least one (1) per diaconate class, all to be appointed by the chair of the diaconate
- One (1) member at large, to be invited by the Chair of the Council
- Pastor assigned to this council by the Session.

### **Term**

One year minimum

### **Purpose**

- To extend the hand of greeting and fellowship to all who enter our church portals, members and visitors alike
- To welcome each visitor as a potential member looking for a church home, and to provide personal guidance, assistance and encouragement in helping to accomplish that goal
- To provide an organized new member orientation and training class to assist new members in better utilizing their interests and talents in our church activities and programs
- To organize and assist in providing a regular Sunday Morning Hospitality and Snack Program for our members and guests.

### **Committees**

- Greeter Program
- New Member Orientation Program
- Visitor Shepherding Program
- Sunday Morning Hospitality and Snack Program

## Responsibilities

One of the responsibilities of all councils is to work with the Session, the Diaconate, and congregation to fulfill our First Presbyterian Church mission statement as stated in Matthew 28:18-23, as follows:

“All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.”

The Witness Council recognizes that its role in accomplishing this Great Commission is:

- To offer our fellowship to all
- To serve the needs of the people
- To nurture ourselves and others in Christ's example and teaching

## Worship Council

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### Membership

Elders (3), Chair and 2 others appointed by the Pastor.

Deacons (3) at least 1 per Diaconate class, appointed by the Chair of Diaconate.

One representative from the Chancel Guild to represent, Flower Guild, Wedding Guild, Sacrament Guild, Acolyte Committee, and Pew Preparers. These representatives should rotate off after serving a two year term in order to provide discipleship service opportunities for other members of the congregation.

Members-at-large (3) will serve a two year term. The Worship Council nominates these members for approval by the Session. Members –at-large will not serve two consecutive terms.

Ex-officio: Staff Liaison – Sr. Pastor, Music Director, Children's Ministry Director, Contemporary Worship Director and other staff members as appropriate.

## Functions and Responsibilities

The Worship Council is responsible for (Book of Order):

- Preaching of the Word
- Celebration of Sacraments
- Oversee and approve all public worship
- Determination of occasions, days, times and places for worship (special services)
- Space for worship including arrangement and furnishings
- Utilization of special appointments such as flowers, candles, banners, paraments, and other objects of art
- Music and other arts in worship
- Individuals who lead worship through music, drama, dance and other arts

Members of the Worship Council oversee one of the committees or guilds. Each Council member stays in contact with the chair of their committee/guild on a regular basis. The Worship Council member brings to the entire Council any action item which the Council needs to be aware of and/or any item which needs to be brought to Session.

## Committees/Guilds

Communion/ Sacraments Guild

Music

Flower Guild

Wedding Guild

Chancel Guild

Funeral Guild

Acolyte Committee

Pew Preparers

Interior Décor Committee

Worship Attendance Report

Deacon Liaison

Deacon/Usher Assignments liaison to Diaconate.

Other activities and areas of responsibility include Public Worship, Greeting by Elders, Beadle duty and communion assignments.

## Meetings

The Worship Council shall meet monthly at a time to be determined each year by the chair and at other times as needed. When necessary for formal actions, it shall follow the same procedural rules as the Session.

## Chancel Guild

### History

The Chancel Committee was created on September 19, 1999 by the Session's approval of a plan to create a committee to develop a master plan for the care, storage, use and treatment of the items, articles and belongings of the Flower Guild, Wedding Guild, Communion Committee(Sacraments Guild) and other worship and sacrament articles. In October 2001, the Worship Council approved changing the name of the Chancel Committee to the Chancel Guild.

### Membership

The Chancel Guild shall be composed of the following persons:

Chair of Chancel Guild

Flower Guild Representative

Wedding Guild Representative

Acolyte Committee Representative

Pew Preparers representative

Funeral Guild Representative

Sacrament Guild Representative

Worship Council Liaison Elder or Deacon as designated by Worship Council Chair

Interior Décor Committee Chair(as needed)

Other Members as determined by the Chancel Guild

### Chancel Guild Functions and Responsibilities

Provide Discipleship opportunities by utilizing the congregation to support the various duties of the Guilds mentioned above.

Assist the Worship Council in assuring that the various functions of the groups represented on the Chancel Guild work in coordination and cooperation with each other in an efficient manner.

The groups represented above will continue as organizations with their own identities with the sole purpose of efficiently and properly preparing our Worship program.

Each group will advise the Chancel Guild of its ongoing activities and areas in which mutual support and assistance is needed.

The Chancel Guild will help with the encouragement of volunteer involvement and other support as needed in line with providing opportunities for discipleship within the congregation.

The mission of the Chancel Guild is expected to be fluid and will be responsive to needs that develop over time.

One of its main goals is to make sure that certain steps needed to be taken in the days prior to Worship services in preparation are in fact completed as planned.

It will be available to assist with any special needs associated with funerals.

The Guild oversees the inventory, maintenance and care of the items housed in the Chancel room which are used in all aspects of worship as well as other events and occasions held at the church.

### **Committees**

Chair Chancel Guild – Assists in coordination of the various functions of the groups represented on the guild in achieving our mutual goal of properly and efficiently preparing our worship program.

Acolytes – Oversees all activities of the acolytes program to include training and scheduling. Acolytes are recruited from the fourth and fifth grade Sunday school classes and scheduled to serve at Sunday morning worship services.

Communion or Sacrament – Oversees all aspects of Communion. This committee schedules volunteers to assist leader appointed by Session in preparation of communion.

Flowers – Schedule memorial flowers and maintains flower calendar for Sunday services.

Sanctuary and Great Hall – this committee assists with the decoration of the church for holidays and special events.

Funeral – Coordinates all aspects of preparation of church facilities needed to assure a smooth service. Serve as hostesses for the church.

Pew Preparer (Thursday) – Schedules and coordinates preparation of pews for Sunday worship services. Includes updating all inserts and attendance pads, checking distribution of hymnals, bibles etc.

Saturday Chancel Preparers – Coordinates preparation of the Sanctuary and Great Hall, according to Liturgical Calendar for Sunday services. A general inspection of the chancel area in the Sanctuary and Great Hall is made on Saturday afternoon assuring all necessary details are in place. Job includes preparing the paraments, placing the memorial flowers, filling and placing the communion candle sticks, cleaning the pulpit cups, checking the baptismal fonts and pulpit areas to be certain they are straightened and made ready for Sunday Services.

Weddings – Furnishes a director and an assistant director for each wedding held at First Presbyterian church. Assist the bride in planning the ceremony, directing the rehearsal and the wedding.

Special Events – Chancel Guild Chair coordinates with various volunteer groups who request assistance with decorations for events such as luncheons, receptions or other events.

## Session Committees

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### Benevolence Committee

#### Membership

- Council Chairmen.
- Diaconate Chairman.
- Clerk of Session, who will serve as Chairman of the Benevolence Committee.
- Immediate Past Clerk of Session
- Chair of Gift Trust

#### Responsibilities

- Recommend to the Session the distribution one-half of the amounts of any special gift, bequest, or memorial of \$10,000 or more, the other half of which will go into the Gift Trust Fund. (Undesignated gifts less than \$10,000 shall go into the General Fund and not pass through the Gift Trust Fund or the Benevolence Committee)
- Recommend to the Session the appropriate means to recognize the donor.
- Recommend to the Session the distribution of funds allocated by the Gift Trust Committee for disbursement

#### Functions

- Meet not less than annually to hear and evaluate recommendations from the Councils for the distribution of funds allocated by the Gift Trust Fund Committee ensuring that every Council has the opportunity to present its recommendations to the Committee.
- Ensure that the recommendations of causes to which the gifts will be distributed meet the criteria specified in the attached "Definition of Appropriate Distributions."
- Recommend the agreed upon distribution to the Session at the next State Meeting
- In the case of special designated gifts, identify, in coordination with the donor or surviving relatives/friends of the donor, appropriate means to recognize the donor of a special gift for his or her contribution and recommend action to the Session.
- Coordinate with the Church Treasurer(s) to ensure that distributions as approved by the Session are disbursed in a timely manner.
- Maintain follow up with the recipients of distributions to verify that such distributions are being properly administered and going to the cause(s) intended by the Committee and the Session.
- Maintain records of distributions and the subsequent stewardship of them to guide future Committee decisions.

## **Definition of Appropriate Distributions**

Adopted 7-28-1999 & 8-4-1999

Special gifts falling within the purview of the Benevolence Committee shall be used for the mission of the Church, recognizing that the Church's mission embraces the congregation and nonmembers who attend services/functions and that it further extends to all parts of the world.

They may be used to support:

- Domestic and international Christian ministries outside of FPC;
- Extraordinary mission oriented events and services within FPC; and
- Acquisition of equipment and furnishings for FPC when designated to honor or memorialize the donors or their designees

## **Origins of the Benevolence Committee**

The First Presbyterian Church of Marietta, Georgia (FPC or "Church",) throughout its history, has occasionally been the beneficiary of relatively large undesignated gifts from some members and non-members. Well into the 1990's, such gifts were routinely deposited into FPC's general accounts and disbursed as directed by the Session. They were spent for missions; improvements to buildings and grounds; furnishings; debt retirement; and other purposes designated by the Session. In some instances, donors and/or their designees were recognized in FPC publications, and with plaques identifying the donors; many of which were memorials.

In the mid 1990's, FPC received two large bequests, one from the Ruth Vanneman Estate, and one from the George Keeler Estate. The utilization of those gifts was roundly discussed within the Session and the Diaconate. The most conspicuous priorities voiced in those discussions are as follows:

- Since the needs of Church missions, both internal and external to FPC, are infinite and immediate, all such gifts should be disbursed promptly for such purposes, preferably in large amounts for maximum impact. It was often said that "the Church is a conduit, not a reservoir."
- Since the Church has suffered financial difficulties from time to time in the past, such gifts should be deposited in the FPC Perpetual Sustaining Gift Trust Fund, so that a steady stream of future income is directed toward Church Missions, and so that an emergency fund is available to address contingencies.
- Since the Church operates as a tax-free entity, there is no financial advantage for the Church to bear the expense of debt service, so such gifts should be used to retire debt.
- Since the ratio of FPC's benevolent giving to its operating expenses has dropped over the years, such gifts should be directed to mission causes outside of FPC.
- Since the existence of special gifts and/or substantial assets in the Gift Trust Fund might reduce the incentive for some gift givers to contribute as generously as they might otherwise, no special gifts or distributions from the Gift Trust Fund should go to the normal operating expenses of the Church.

In an effort to compromise, if not reconcile, the foregoing priorities, the Session took the following action at its Stated Meeting of June 20 1999:

The allocation of undesignated special gifts, bequests and memorials of \$10,000 or more shall be administered as follows:

- The Clerk shall be informed of the receipt of any such undesignated special gifts.
- One half of the net proceeds of the gift shall go to the Gift Trust Fund.
- One half of the net proceeds of the gift shall be used for any memorial to the donor and for mission causes. The memorial may be for any purpose deemed appropriate by the Session, but the mission causes shall be for the same purposes and subject to the same limitations as gifts from the Gift Trust Fund. A Benevolence Committee consisting of the Council Chairs, the Diaconate Chair, and the Clerk of the Session, who shall chair the Committee, shall review suggestions for use of the funds and make recommendations to the Session.

The first Benevolence Committee met on July 28, 1999 and August 4, 1999, and adopted the attached statement of the Committee's Functions and Responsibilities, and the following definition of "appropriate distributions":

Special gifts falling within the purview of the Benevolence Committee shall be used for the mission of the Church, recognizing that the Church's mission embraces the congregation and non-members who attend services/functions and that it further extends to all parts of the world. They may be used to support:

- Domestic and international Christian ministries outside of FPC;
- Extraordinary mission oriented events and services within FPC; and
- Acquisition of equipment and furnishings for FPC when designated to honor or memorialize the donors or their designees.

They may not be used routinely for the retirement of debt, local operating expenses, regular benevolent asking of the General Assembly, Synod or Presbytery, or any other expense normally paid from the Church's operating budget.

## Communications Committee

### Membership

The Communications Committee is composed of 8 members and falls under the direction of the Session. The Committee will be chaired by an Elder and is composed of:

- One or Two (1-2) Elders; nominated by the Senior Pastor & approved by the Session
- One (1) Deacon; nominated by the Senior Pastor & approved by the Session
- Two (2) Church-at-large members; nominated by the Committee Chair and approved by the Session
- Senior Pastor or Representative
- Publications Coordinator
- Director of Information Technology and Web Media
- Director of Administration

### Term

Two year minimum

Staff members have no term limits.

All others are appointed to a two year term minimum and are eligible for reappointment each year. Experience and background in Communications is very important in the selection process to this committee

### **Purpose**

To ensure all communications support the mission of the First Presbyterian Church of Marietta by inviting, informing, including, instructing, and inspiring the congregation and community to learn about God and the saving grace of Jesus Christ. We facilitate the mission through clear, concise, timely, and accurate communications.

### **Responsibilities**

- The Communications Committee shall manage the content of the FPC Communications Guide and shall conduct a review of the Guide annually, at a minimum; or more frequently as technology, economic conditions, or communication's concepts dictate.
- All additions, corrections, and changes to this Guide should be directed to the Communications Committee
- The Communications Committee will support and, when needed, facilitate the communications efforts of the various church ministries

### **Functions**

- The Communications Committee falls under the direction of the Session.
- The committee will ensure that the FPC congregation, all members of the FPC staff, officers, and ministry chairs have access to this guide and that it is maintained on the FPC website.
- All personal information will be kept confidential and secure and in accordance with the Privacy Guidelines contained in the FPC Communications Guide located on the FPC Marietta website ([www.fpcmarietta.org](http://www.fpcmarietta.org)).
- Adherence to the FPC Communications Authority as defined in the Communications Guide shall be followed at all times.

## **Greater Church Committee (approved by Greater Church Committee 8.1.16)**

### **Membership (6)**

Two members of the Session, one of whom serves as chair and the other as chair-in-nomination, plus five members-at-large selected by the chair and approved by Session.

### **Term**

Two-year term. May be reappointed.

### **Purpose**

To be a liaison between FPC Marietta and Cherokee Presbytery, the Synod of South Atlantic, and the PC(USA) on all items that involve the Church or its members; and to connect FPC with other congregations

### **Responsibilities**

- Ensure that the church is properly represented at all meetings of Presbytery and higher governing bodies when required.
- Communicate to the Session, the Diaconate, and the congregation Actions of any governing bodies of the PC(USA) as they relate to this congregation.
- Coordinate with the Senior Pastor to ensure that as part of the annual officer training, all Elders in the incoming class will attend a Stated Cherokee Presbytery meeting as a visitor, an alternate, or a voting Commissioner During their three-year term.
- Coordinate and initiate cooperative events with other congregations.

### **Functions**

- The Greater Church Committee will work with the Senior Pastor to update the congregation after meetings of the Presbytery, Synod, and General Assembly
- Acquire a schedule of the Cherokee Presbytery Stated meetings for the year and schedule the attendance of Ruling Elders / Session members in sufficient numbers to satisfy the parity determination as specified by the Cherokee Presbytery Stated Clerk (see *Book of Order*, G-3.0301).
- Obtain Session approval of Ruling Elders to serve as commissioners
- Identify all Presbytery Committees with positions needing to be filled, seek elders from FPC (on or off rotation) willing to serve in those positions, and with approval from the Session present them to the Cherokee Presbytery Nominating Committee for consideration.
- Initiate, coordinate, evaluate, and support cooperative events with other congregations.

## Gift Trust Fund Committee

### Section 1: Charter

#### FIRST PRESBYTERIAN CHURCH OF MARIETTA PERPETUAL SUSTAINING GIFT TRUST FUND

WHEREAS, Christian people are called to be faithful stewards of all the gifts of God - time, abilities, the created world and money, including accumulated, inherited and appreciated resources, and

WHEREAS, there are many ways available for giving to the work of the First Presbyterian Church of Marietta (hereinafter the "Church"), such as bequests in wills, charitable remainder and other trusts, charitable gift annuities, pooled income funds, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the faith expressed by the grantors and in accord with the policies of the congregation;

THEREFORE, this Session, in a duly constituted meeting on August 21, 1994, hereby approves and establishes on the records of the Church the "First Presbyterian Church of Marietta Perpetual Sustaining Gift Trust Fund" (hereinafter the "Fund").

#### ARTICLE I OBJECTIVE OF THE FUND

1.1 To create a program which will give the Church the ability to fund opportunities and expenses approved by the Session as provided in Article II, paragraphs 2.3 through 2.6.

1.2 To provide members of the Congregation with the opportunity to enlarge their stewardship activities by contributing to such fund.

1.3 To devise the structure necessary to implement this program.

1.4 To provide the inspiration and technical support that will encourage the members of the Congregation to participate.

1.5 All terms not otherwise defined herein are used as defined in the Book of Order, Presbyterian Church (USA) 1994, as amended.

## ARTICLE II FUND STRUCTURE

2.1 A Fund Committee (hereinafter the "Committee"), composed of nine persons, will be appointed by the Session and divided into three initial classes. Each class shall be composed of one Trustee, one Elder who is not a Trustee, and one Deacon. The Senior Minister of the Church shall be a non-voting member of the Fund Committee and a non-voting member of its standing committees. Except for the initial members, committee persons will serve three-year terms. One class of the initial members shall serve for one year, one class of the initial members shall serve for two years and the third class of initial members shall serve for three years. This Committee will publicize this new stewardship opportunity, will seek and receive the funds contributed to the Fund, and will manage and dispense the accumulated funds as herein provided.

2.2 The principal of the Fund shall be invested in perpetuity, except as herein provided below.

2.3 Designated funds will be disposed of in strict accordance with the instructions of the contributor.

2.4 Income derived from undesignated assets shall be used as approved by the Session, solely for the mission of the Church or a Church emergency, as described below. The Session shall have the sole discretion of determining which causes will receive such income distributions, but only after prior consultation with the Diaconate. However, any member of the Congregation or any committee or board within the Congregational structure can direct the attention of the Session to a worthy benevolent need that should be considered for these purposes.

2.5 The Session shall be required to determine and declare that an emergency exists of such magnitude that the Congregation cannot, through its own resources, meet the emergency situation and thus an invasion of principal and use of income are necessary in order to continue the Christian ministry of the Church.

2.6 The principal of the Fund may be expended by the Session only upon two separate affirmative votes in favor thereof by at least two-thirds of the members of the Session, taken at two consecutive meetings of that body, held at least 30 days apart, but only after prior consultation with the Diaconate.

2.7 As indicated above, only in emergencies will any part of the income or principal of the Fund ever be applied to the budget of the Congregation, because it is the Congregation's firm belief that the amounts needed for local operations and ministries, and for meeting the regular benevolent asking of General Assembly, Synod and Presbytery are to be met by the annual pledges of the Congregation.

ARTICLE III  
SUPPORT AND TRUST FUND COMMITTEE

3.1 COMMITTEE RESPONSIBILITIES.

The Fund Committee ("Committee") shall have the following responsibilities:

3.1.1 To encourage Church members to have a valid will and estate plan and to make the Fund a beneficiary;

3.1.2 To inform Church members of the opportunity and importance of making gifts and bequests to support the ongoing mission of God's ministries- through the First Presbyterian Church of Marietta;

3.1.3 To prepare or cause to be prepared an annual financial report and present it to the Session for its approval as set forth in Article V hereunder;

3.1.4 To administer the Fund for the purposes and uses permitted herein and approved by the Session;

3.1.5 To assume responsibility for the safekeeping, management, investment and transfer of all monies and properties comprising the Fund, or to delegate such responsibilities to professional advisors;

3.1.6 To assume such other responsibilities related to the Fund as may be assigned to the Committee by the Session; including U. S. Treasury Bills, notes and bonds, and common trust

3.1.7 To oversee the record keeping for the Fund.

3.2 Quorum. A majority of the members of the Committee, one of whom is a member of the Session, must be present to transact business.

3.3 Chairman. A chairman shall be elected from within the Committee and shall be responsible for calling and presiding at the meetings, as well as other normal duties generally associated with this position.

3.4 Secretary. A secretary shall be elected from within the Committee to keep full and accurate records of the actions of the Committee and restrictions on gifts, and conduct necessary communications as requested.

3.5 Insurance. The First Presbyterian Church of Marietta shall provide errors and omissions insurance and bonding for the Committee members as part of the Church insurance coverage. The cost of such insurance, at the discretion of the Session, may be charged to the fund.

3.6 Costs. All costs incurred by or for the Fund shall be borne by the Fund.

ARTICLE IV  
ASSIGNMENT OF GIFTS RECEIVED BY THE FUND

Three types of gifts will be received by the First Presbyterian Church of Marietta: unrestricted gifts invested in perpetuity, restricted (or Designated) gifts invested in perpetuity; and Capital Gifts. A donor may provide reasonable restrictions for the use of the donor's gift. However, the First Presbyterian Church of Marietta encourages the giving of unrestricted gifts.

4.1 Unrestricted Gifts. Except with respect to as hereinbefore provided emergencies, each devise, bequest, or gift which has not been restricted by the donor as to purpose shall be invested in perpetuity.

4.2 Restricted Gifts. With the exception of Capital Fund gifts, and except with respect to as hereinbefore provided emergencies, each restricted or designated gift shall be invested in perpetuity. A donor may designate or restrict the uses to which the income will be applied. The Committee, with approval by Session, shall recommend a group of preferred designated causes from which a donor may select, should the donor not wish to make an Unrestricted Gift. The Committee shall also consider creation of additional designated cause(s) when requested by a donor. The Committee may counsel with any donor who has indicated an intention to make such a restricted or designated gift if the restrictions, conditions, form, or uses of such a gift would not, in the opinion of the Committee, be consistent with the Church's existing policies or missions. The Committee, with the prior approval of the Session, has the power to decline to accept a gift if the restrictions, conditions, form, or uses are unacceptable. No restricted gifts shall be accepted unless the donor agrees to the terms and conditions of the Fund.

4.3 Capital Gifts. In addition to Unrestricted Gifts and Restricted or Designated gifts, all of which are invested in perpetuity, the Committee shall also receive gifts designated to a Capital Fund, which shall be invested, but also allow expenditure of principal, upon recommendation of Session. Capital Gifts may be kept segregated from gifts invested in perpetuity, or they may be co-mingled, providing the Committee maintains proper accounting of the fund types.

4.4 Obsolete or overfilled Needs. If a donor has designated a gift for a particular purpose, and if that purpose is or becomes contrary to the policies or mission of the Church, or if the amount of the gift is substantially greater than the need of the Church for the particular purpose, the Church shall attempt to use the gift, or so much of it as exceeds the need of the Church, for a purpose as close as possible to that designated by the donor. If no such use can in good faith be found, the balance of the principal and income from the gift shall be placed in the Fund.

4.5 Disposition of Gifts Other Than Cash. Unless the donor has specifically designated otherwise, real estate, corporate stocks and bonds, or other property may be held or may be sold and the proceeds reinvested, as the Committee determines in its absolute discretion.

4.6 Continuity of purpose. With the creation of the new Designated Gifts categories and Capital Gifts category as part of the Legacy Giving Program approved by Session in xx 2016, the principal and invested income of all gifts received by the original Fund shall be assigned by the following formula: 90% to external mission causes, 5% to youth ministries, and 5% to Music and Worship at FPC.

4.7 Requirements of Presbyterian Church (USA). The Committee shall comply with the Constitution of the Presbyterian Church (USA) (as set forth in the Book of Order) if the Constitution imposes additional requirements on the acceptance of a gift or the disposition of donated property.

#### ARTICLE V FINANCIAL REPORTS

5.1 Annual Financial Report. The Committee shall present an Annual Financial Report to the Session each year at such time as may be required by the Session, and may present supplemental reports to the Session from time to time. Each Annual Financial Report shall provide a complete accounting of the resources of the Fund and the balance of the Fund available for use. The Annual Financial Report of the Fund shall present in summary form:

5.1.1 The Fund shall maintain a separate set of books apart from the operating books of the Church;

5.1.2 A Statement of Assets as of December 31, including the basis and market value of each asset;

5.1.3 A Reconciliation of the Fund for the year ending December 31, setting forth: (a) the market value of assets at the beginning of the plan year; (b) the market value of gifts received during the plan year; (c) the realized investment income (dividends and interest) earned during the plan year; (d) the realized and unrealized market value gains (or losses) during the plan year; (e) less disbursements from the Fund for its purposes; (f) less disbursements for administrative expenses; and (g) the market value of assets at the end of the plan year, December 31 (the sum of 5.1.3 (a) through 5.1.3 (f). above).

5.2 Annual Review. At such time as the aggregate balance of the Fund equals \$1,000,000 or more, the Annual Financial Report required by Section 5.1 shall be presented in accordance with cash basis accounting principles or generally accepted accounting principles applied on a consistent basis, and shall be examined and reported upon, as a Compiled Financial Statement, by an independent certified public accountant or firm thereof. The Committee or the Session may require such presentation and Compilation of the Fund, even if the Fund balance is less than \$1,000,000. The cost of such Compilation shall be paid out of the Fund.

5.3 Presentation to Congregation. The Session shall present annually to the congregation, in summary form, the financial status of the Fund.

## ARTICLE VI INVESTMENT OF THE FUNDS

The Committee shall establish a long-term investment objective for the Fund created by this Plan. The Committee shall consider the purpose of the Fund and the plans of the Session for using the funds in implementing an investment program which balances one or more goals for the Fund as it deems appropriate: safety of principal, income, and capital appreciation.

6.1 Professional Advice. The Committee may use the services of registered investment advisors, certified public accountants, attorneys, the Presbyterian Church (USA) Foundation, and others, in the administration of the Fund.

6.2 Year End. The year end for the Fund shall be December 31.

6.3 Investments. The committee may invest all the principal of the Fund in the following types of assets: deposits insured by the FSLIC or the FDIC; publicly traded corporate equity securities; publicly traded corporate debt securities rated Baa (or the equivalent) or higher at the time of acquisition; annuities managed by an insurance company; obligations of the U.S. government, including U. S. Treasury Bills, notes and bonds; and common trust funds; mutual funds; collective trust funds; and pooled funds investing in any of the above securities; and loans to First Presbyterian Church of Marietta for emergency or special needs with adequate security and with repayment to be on a prudent time schedule and at reasonable interest rates. At its discretion, the Committee may retain cash balances in the Fund for liquidity in administration of the Fund.

6.4 Commingling of Principal. The Committee may, but need not, commingle the principal of the Unrestricted Gifts, Restricted gifts, and Capital Gifts and may allow the income allocated to accumulate and be commingled and invested with the principal of the Fund; provided, however, that accurate records are kept by the Committee of the amounts of principal and accrued interest of each of the gifts and that the donors' restrictions as to use of gifts are respected.

6.5 Accrual of Income. The income from the Fund may be permitted to accumulate and be added to and become a part of the principal of the Fund.

6.6 Ethical Investing. The committee shall be guided by Christian moral and ethical principles in making investment decisions.

**Article VII: Amendments**

The provisions of this Plan may be amended only at a Session meeting at which 75% of the active elders are present and only by an affirmative vote of two-thirds of those present. Amendments shall be effected by such vote only after two readings of the proposed amendments. The first reading shall be presented to the Session at a stated and regularly called meeting of the Session. The second reading and, upon motion duly made and seconded, vote upon such proposed amendment shall be conducted at the next stated meeting following the first stated meeting, provided the quorum indicated above is present. Notwithstanding any amendment, all gifts, devises and bequests to the Fund shall be administered for the purposes in effect at the time such contribution was made.

ADOPTED by the Session of the First Presbyterian Church of Marietta this 24th day of August' 1994

By: Clerk of Session of First Presbyterian Church of Marietta

## First Presbyterian Church of Marietta, Georgia

### Perpetual Sustaining Gift Trust Fund Charter

#### Distribution Policy

Approved: 9/20/2015

*The Committee shall annually distribute an amount, as determined by the Committee, equal to three to five percent (3-5%) of the Fund's average market value measured over a trailing three year period, as calculated in this paragraph. The distributions shall be made annually. The Distribution Value is the average of the fair market value of the Fund as of the close on December 31 of each of the preceding 3 calendar years. The Fund's market value shall be based upon all liquid marketable assets held by the Fund including principal and retained income, adjusted for all gains and losses, whether realized or unrealized, and determined as of the last business day of the year. Any illiquid Fund holdings that cannot be readily sold (such as private notes, estimated values of life insurance policies, shares of outside trusts or endowments, real property, etc...) will be excluded from these calculations. The distributions shall be made promptly by the Gift Trust Fund Committee following the approval of Session. To the extent that it may legally do so, the organization shall interpret this policy as satisfying a gift provision which calls for retaining principal and distributing income*

#### **Section 2 – Investment Policy**

**In accordance with Article VI of the Charter, the Gift Trust Fund Committee adopted a formal Investment Policy Statement on April 19, 2011. This IPS is incorporated as an attachment to the F&R document.**

# Investment Policy Statement

Prepared on: April 19, 2011

Prepared for:

First Presbyterian Church of Marietta  
Perpetual Sustaining Gift Trust Fund

## Executive Summary

Foundation Name: First Presbyterian Church of Marietta Perpetual Sustaining Gift Trust Fund

Type: Endowment

Fiduciary Standard of Care: UPMIFA

State of Domicile: GA

Tax Id: 58-0610065

Corpus: \$1,574,730 (as of 12/31/2010)

Current Assets: \$1,800,000

Modeled Return: 7.0%

1-Yr Loss Limit (Worst case scenario): -12.2%

## Purpose

- 1) Stating in a written document the Committee's attitudes, expectations, objectives and guidelines for the investment of all of the portfolio's assets.
- 2) Encouraging effective communications between the Committee and all parties involved with the investment management decisions.
- 3) Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
- 4) Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact the Portfolio.

## Statement of Objectives

### Background

The First Presbyterian Church of Marietta Perpetual Sustaining Gift Trust Fund (GTF) was established in 1994. The Gift Trust Fund exists to support mission work outside of the church for items not included in the normal annual church budget.

This IPS has been arrived at upon consideration by the Perpetual Sustaining Gift Trust Fund Committee (the Committee) of a wide range of policies, and describes the prudent investment process the Committee deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

**The objectives of the Portfolio are:**

- Protect the original Corpus and continue to help fund Church missions.
- Maintain the funding level of programs and services currently provided. This can only be accomplished if sufficient total return is reinvested and new funds added to keep pace with cost increases (inflation) and program expansions.
- Maintain an appropriate asset allocation based on a total return policy that is compatible with a flexible spending policy, while still having the potential to produce positive real returns.

**Follow general "safe harbor" rules:**

- 1) Use prudent experts (registered investment adviser (including mutual funds), bank, or insurance company) to make the investment decisions
- 2) Demonstrate that the prudent expert was selected by following a due diligence process
- 3) Give the prudent expert discretion over the assets
- 4) Have the prudent expert acknowledge their co-fiduciary status (mutual funds are exempt from this requirement – the prospectus is deemed to serve as the fund’s fiduciary acknowledgement)
- 5) Monitor the activities of the prudent expert to ensure that the expert is performing the agreed upon tasks.

**Time Horizon**

The investment guidelines are based upon a long-term investment horizon (greater than five years). The Portfolio’s strategic asset allocation is also based on this long-term perspective. Short-term liquidity requirements are anticipated to be minimal, with the exception of Spending Policy described below.

**Spending Policy**

The Gift Trust Fund shall annually distribute an amount equal to five percent (5%) of the Fund’s average market value measured over a trailing three year period, as calculated in this paragraph. The Distribution Value is the average of the fair market value of the Fund as of the close on December 31 of each of the preceding three calendar years. The Fund’s market value shall be based upon all liquid marketable assets held by the Fund including principal and retained income, adjusted for all gains and losses, whether realized or unrealized, and determined as of the last business day of the year. Any illiquid Fund holdings that cannot be readily sold (such as private notes, estimated values of life insurance policies, shares of outside trusts or endowments, real property) will be excluded from these calculations. The distributions shall be made promptly by the Committee following the approval of Session. To the extent that it may legally do so, the organization shall interpret this policy as satisfying a gift provision which calls for retaining principal and distributing income.

## **Risk Tolerances**

The Committee recognizes that some risk must be assumed in order to achieve the investment objectives of the portfolio. In establishing the risk tolerances of the IPS, the ability to withstand short and intermediate term variability was considered. A 1-yr loss limit of -12.2% has been calculated for the portfolio. Statistically speaking, there is a 2.5% chance that the 1-year return will actually be lower than -12.2%. The portfolio's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

## **Performance Expectations**

The desired investment objective is a long-term rate of return on assets that is at least 7.0%. The target rate of return for the Portfolio has been based upon the assumption that future real returns will approximate the long-term rates of return experienced for each asset class in the IPS. The Committee realizes market performance varies and a 7.0% rate of return may not be meaningful during some periods. Accordingly, relative performance benchmarks for the investment options are set forth in the "Monitoring" section.

## **Duties and Responsibilities**

### **Investment Committee**

As fiduciaries under the portfolio, the primary responsibilities of the Committee are:

- 1) Prepare and maintain this investment policy statement.
- 2) Prudently diversify the portfolio's assets to meet an agreed upon risk/return profile.
- 3) Prudently select investment options.
- 4) Control and account for all investment, record keeping and administrative expenses associated with the portfolio.
- 5) Monitor and supervise all service vendors and investment options.
- 6) Avoid prohibited transactions and conflicts of interest.

### **Custodian**

Custodians are responsible for the safekeeping of the portfolio's assets. The specific duties and responsibilities of the custodian are:

- 1) Value the holdings.
- 2) Collect all income and dividends owed to the portfolio.
- 3) Settle all transactions (buy-sell orders).
- 4) Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

## Investment Advisor

The Investment Advisor serves as an objective, third-party professional retained to assist the Committee in managing the overall investment process. The Advisor is responsible for guiding the Committee through a disciplined and rigorous investment process to enable the Committee to meet the fiduciary responsibilities outlined above.

## Separate Account Managers

1. Manage the assets under their supervision in accordance with the guidelines and objectives outlined in their respective Service Agreements, Prospectus or Trust Agreement.
2. Exercise full investment discretion with regards to buying, managing, and selling assets held in the portfolio.
3. Seek approval from the Committee prior to purchasing and/or implementing the following securities and transactions:
  - a. Letter stock and other unregistered securities; commodities or other commodity contracts; and short sales or margin transactions.
  - b. Securities lending; pledging or hypothecating securities.
  - c. Investments in the equity securities of any company with a record of less than three years continuous operation, including the operation of any predecessor.
  - d. Investments for the purpose of exercising control of management.
4. Vote promptly all proxies and related actions in a manner consistent with the long-term interest and objectives of the portfolio as described in this IPS. Each investment manager shall keep detailed records of the voting of proxies and related actions and will comply with all applicable regulatory obligations.
5. Communicate to the Committee all significant changes pertaining to the fund it manages or the firm itself. Changes in ownership, organizational structure, financial condition, and professional staff are examples of changes to the firm in which the portfolio is interested.
6. Effect all transactions for the portfolio subject "to best price and execution." If a manager utilizes brokerage from the portfolio assets to effect "soft dollar" transactions, detailed records will be kept and communicated to the Committee.
7. Use the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals, acting in a like capacity and fully familiar with such matters, would use in like activities for like portfolios with like aims in accordance and compliance with all applicable laws, rules, and regulations.

## Asset Class Guidelines

The Committee believes long-term investment performance, in large part, is primarily a function of asset class mix. Historically while interest generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation.

On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making

point of view, this year-by-year variability may be worth accepting given the portfolio's long time horizon.

Focusing on balancing the risks and rewards of each broad asset class, the following implementation peer groups were selected and ranked in ascending order of "risk" (least to most) according to the most recent quarter's median 3-year Standard Deviation values. The performance expectations (both risk and return) of each broad asset class are contained in Appendix A.

- Taxable Money Market
- Intermediate-Term Bond
- Inflation-Protected Bond
- World Bond
- High Yield Bond
- US Large Cap Equity
- US Mid-Cap Equity
- US Small Cap Equity
- Foreign Developed Market Equity
- Diversified Emerging Markets
- Real Estate
- Commodities Broad Basket

### Rebalancing of Strategic Allocation

The percentage allocation to each peer group may vary depending upon market conditions. Please reference the allocation table below for the lower and upper limits for each peer group. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation and allocation ranges of the portfolio. If there are no cash flows, the allocation of the portfolio will be reviewed quarterly. If the Committee judges cash flows to be insufficient to bring the portfolio within the target allocation ranges, the Committee shall decide whether to effect transactions to bring the allocation of portfolio assets within the threshold ranges.

	Strategic Allocation	Lower Limit	Upper Limit
<b>Cash &amp; Equivalents</b>			
Taxable Money Market	2%	0%	100%
<b>Fixed Income</b>			
Intermediate-Term Bond	20%	15%	35%
Inflation-Protected Bond	6%	0%	10%
Global Bond	6%	0%	10%
High Yield Bond	7%	0%	10%
<b>US Equities</b>			
US Large Cap Equity	29%	22%	36%
US Mid-Cap Equity	5%	3%	7%

US Small Cap Equity	5%	3%	7%
<b>Foreign Equities</b>			
Foreign Developed Market Equity	7%	0%	15%
Diversified Emerging Markets	3%	0%	5%
<b>Other</b>			
Real Estate	5%	0%	10%
Commodities Broad Basket	5%	0%	10%

## Implementation

Each investment option should be managed by: (i) a bank; (ii) insurance company; (iii) a registered investment company (mutual fund); or, (iiii) a registered investment adviser. The Committee will apply the following due diligence criteria in selecting each money manager or mutual fund.

- 1) Fiduciary Score Qtr: Investment must receive a score of less than or equal to 25. (i.e. The fund must place in the top 25% of its peer group)
  - Fiduciary Score Criteria
  - a) Track record: The fund should have a minimum three year history.
  - b) Assets in the fund: The fund should have at least \$75 million under management (total across all share classes).
  - c) Stability of the organization: The portfolio manager should have at least two-year tenure. In a management team setting, the most senior manager's tenure should be at least two years.
  - d) Composition consistent with asset class: A minimum of 80% of the fund's securities should be consistent with the peer group's asset class. (Only applicable to certain peer groups - See the Fiduciary Score Methodology for specific details)
  - e) Style consistency: The fund's category and current style box should be the same. (Only applicable to certain peer groups - See the Fiduciary Score Methodology for specific details)
  - f) Expense ratio/fees relative to peers: The expense ratio for the fund should be above the bottom quartile (most expensive) of the peer group.
  - g) Risk-adjusted performance relative to peers: The fund's Alpha and Sharpe Ratio should be above the peer group's median.
  - h) Performance relative to peers: The fund's 1-, 3- and 5-year trailing performance should be above the peer group's median.
- 2) Due Diligence Criteria - Separate Account: The investment must pass all of the fi360 fiduciary due diligence factors.

## Monitoring - Performance Objectives

The Committee acknowledges fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Committee intends to evaluate investment performance from a long-term perspective.

The Committee is aware the ongoing review and analysis of the investment options is just as important as the due diligence process. The performance of the investment options will be monitored on an ongoing basis by the Investment Advisor (Raymond James) and it is at the Committee's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than semi-annually, the Committee will meet to review whether each investment; specifically: 1. The investment option's adherence to the Watch List Criteria identified below; 2. Material changes in the investment option's organization, investment philosophy and/or personnel; and, 3. Any legal, SEC and/or other regulatory agency proceedings affecting the investment option's organization.

### **Monitoring - Benchmarks**

The Committee has determined that performance benchmarks be established for each investment option. Manager performance will be evaluated in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large cap growth mutual fund).

<b>Peer Group</b>	<b>Benchmark Index</b>
Taxable Money Market	USTREAS T-Bill Auction Ave 3 Month
Intermediate-Term Bond	BarCap US Govt/Credit Intermediate TR USD
Inflation-Protected Bond	BarCap US Treasury US TIPS TR USD
World Bond	Citi WGBI NonUSD USD
High Yield Bond	BofAML US HY Master II TR USD
US Large Equity	Russell 1000 TR USD
US Mid-Cap Equity	S&P MidCap 400 TR
US Small Cap Equity	Russell 2000 TR USD
Foreign Develop Market Equity	MSCI EAFE NR USD
Diversified Emerging Markets	MSCI EM NR USD
Real Estate	DJ US Select (Wilshire) REIT TR USD
Commodities Broad Basket	DJ UBS Commodity TR USD

## Monitoring - Watch List Criteria

The decision to retain or terminate an investment option cannot be made by a formula. Also, extraordinary events do occur that may interfere with the investment option's ability to prudently manage investment assets. It is the Committee's confidence in the investment option's ability to perform in the future that ultimately determines the retention of an investment option. An investment option may be placed on a Watch List and a thorough review and analysis of the investment option may be conducted, when:

- 1) Fiduciary Score Qtr: Investment must receive a score of less than or equal to 25. (i.e. The fund must place in the top 25% of its peer group)  
Fiduciary Score Criteria
  - a) Track record: The fund should have a minimum three year history.
  - b) Assets in the fund: The fund should have at least \$75 million under management (total across all share classes).
  - c) Stability of the organization: The portfolio manager should have at least two-year tenure. In a management team setting, the most senior manager's tenure should be at least two years.
  - d) Composition consistent with asset class: A minimum of 80% of the fund's securities should be consistent with the peer group's asset class. (Only applicable to certain peer groups - See the Fiduciary Score Methodology for specific details)
  - e) Style consistency: The fund's category and current style box should be the same. (Only applicable to certain peer groups - See the Fiduciary Score Methodology for specific details)
  - f) Expense ratio/fees relative to peers: The expense ratio for the fund should be above the bottom quartile (most expensive) of the peer group.
  - g) Risk-adjusted performance relative to peers: The fund's Alpha and Sharpe Ratio should be above the peer group's median.
  - h) Performance relative to peers: The fund's 1-, 3- and 5-year trailing performance should be above the peer group's median.
- 2) 3 Year Return: The investment must place in the top 50% of its peer group.
- 3) 5 Year Return: The investment must place in the top 50% of its peer group.
- 4) Manager Tenure: The investment manager must have at least a 5 year track history (Most senior manager's tenure).

## Monitoring - Measuring Costs

The Committee will review at least annually all costs associated with the management of the portfolio, including:

- 1) Expense ratios of each mutual fund against the appropriate peer group.
- 2) Administrative Fees; costs to administer the portfolio, including record keeping, custody and trust services.
- 3) The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the portfolio.



## Appendix A: Capital Market Assumptions

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### Capital Market Inputs

	Return	Risk	Historical Index Utilized	Backtest Peer Group
Large Cap Equity	7.8	15.9	SBBI Large Company Stocks	Large Blend
Mid Cap Equity	8.2	17.9	Russell Mid Cap	Mid-cap Blend
Small Cap Equity	8.4	21.9	SBBI Small Company Stocks	Small Blend
International Equity	8.3	17.6	MSCI EAFE	Foreign Large Blend
Emerging Market Equity	9.0	25.0	MSCI Emerging Markets	Diversified Emerging Markets
REITs	6.8	19.3	DJ US Select REIT	Real Estate
High Yield Bond	4.8	8.7	Credit Suisse High Yield Bond Index	High Yield Bond
Long-term Bond	4.2	10.2	Barcap U.S. Long Gov/Credit Bond	Long Term Bond
Intermediate-term Bond	3.6	4.7	Barcap U.S. Interm. Gov/Credit Bond	Intermediate Term Bond
International Bond	4.0	10.8	Citigroup World Gov Bond ex US	World Bond
Commodities	2.0	19.9	Gold, London PM Fix	Equity Precious Metals
Money Market	3.2	1.2	SBBI 30 day US Treasury Bill	Money Market Taxable

### Correlation Coefficients

	LCE	MCE	SCE	IE	EM	REIT	HY	LTB	ITB	IB	CO	MM
Large Cap Equity (LCE)	1.00	0.94	0.75	0.62	0.66	0.58	0.60	0.32	0.25	0.05	0.00	0.16
Mid Cap Equity (MCE)	0.94	1.00	0.88	0.60	0.69	0.67	0.68	0.31	0.24	0.04	0.04	0.12
Small Cap Equity (SCE)	0.75	0.88	1.00	0.50	0.65	0.66	0.66	0.19	0.13	-0.04	0.02	0.08
International Equity (IE)	0.62	0.60	0.50	1.00	0.64	0.44	0.48	0.23	0.20	0.46	0.19	0.14
Emerging Market Equity (EM)	0.66	0.69	0.65	0.64	1.00	0.46	0.53	0.12	0.08	0.10	0.24	0.03
REITs (REIT)	0.58	0.67	0.66	0.44	0.46	1.00	0.60	0.25	0.19	0.08	0.05	0.07
High Yield Bond (HY)	0.60	0.68	0.66	0.48	0.53	0.60	1.00	0.37	0.33	0.12	0.07	0.09
Long-term Bond (LTB)	0.32	0.31	0.19	0.23	0.12	0.25	0.37	1.00	0.92	0.46	0.03	0.34
Intermediate-term Bond (ITB)	0.25	0.24	0.13	0.20	0.08	0.19	0.33	0.92	1.00	0.52	0.06	0.44
International Bond (IB)	0.05	0.04	-0.04	0.46	0.10	0.08	0.12	0.46	0.52	1.00	0.31	0.18
Commodities (CO)	0.00	0.04	0.02	0.19	0.24	0.05	0.07	0.03	0.06	0.31	1.00	-0.14
Money Market (MM)	0.16	0.12	0.08	0.14	0.03	0.07	0.09	0.34	0.44	0.18	-0.14	1.00

## **Planning Committee**

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### **Property Acquisition Sub-committee**

The primary task of this group is to identify and address opportunities to add to the "campus" land base at FPC Marietta. The ongoing need for this group is based on the landlocked status of the current campus and the presumed intent to foster growth of the church's ministries in its current location in addition to new church development efforts sponsored by the Presbytery. In addition, this committee will also address incidental issues and due diligence related to the current land base, including, for example, surrounding property developments (including public infrastructure-roads, light rail, scenic or historic sidewalks, bike trails, etc.), the development status of existing improvements (for redevelopment) and the development status of parking tracts for future construction.

### **Ministry Needs Analysis Sub-committee**

The primary task of this group is to develop means and methods for identifying and evaluating current and near term future ministry needs and to perform that evaluation with a view toward the development of reliable planning data for inclusion in master-planning and ministry planning efforts. Interaction with strategic planning efforts undertaken by Three Year Plan Update Subcommittee is contemplated as a prod to the development of new ministries and new enhancement of existing ministries. In addition, this group will look to provide tools (benchmarking, comparative studies, trend analysis and the like) and/or suggest training and other resources for ministry leaders so that ministry areas do not become so identified with traditional programs and projects that opportunities for new ministry initiatives are overlooked. The idea, eventually, is to better equip ministry leaders for strategic thinking in their areas and to facilitate the creation and maintenance of an imbedded "culture" of innovation as we consider, from year to year, what God is calling us to do.

### **Three Year-Plan Update Sub-committee**

The primary task of this group is to evaluate the performance of various ministry areas in meeting the goals and objectives of the existing Three Year Plan, with a view toward developing a report to be provided to the congregation and "updating" the plan as may be appropriate, using information furnished by the ministry needs analysis group and church staff as well as common knowledge. Updating the plan includes consideration of whether new ministries should be added and whether existing ministries should be revamped or abandoned in favor of new callings. This task will require challenging staff and leadership of the church to better articulate the vision we have of God's plans for FPC Marietta. This group assumes a stewardship role for longer term ministry needs and for the vision and mission statements of our church.

### **Master Plan Sub-committee**

The primary task of this group is to focus on the physical facilities of the church and to develop (with architectural and other planning resources) a phased plan for development, construction and/or renovation of existing and future buildings and other improvements as needed to accommodate, support and promote existing and reasonably expected growth in various ministry areas. This group will take input from

all of the other subcommittees. This group will think creatively and alternatively about the future space needs of our church, with an overall goal to develop a plan that is both fixed (as to major building elements) and flexible (as to when and in what order these building elements come into existence).

Based on this organizational structure (really a division of primary tasks), the expectation is that the existing Planning Committee will "seed" each subcommittee with a "core" leadership group and that each of those groups (or the chair of Planning together with others) will recruit persons from the congregation to obtain the added skills, time and energy needed for their particular set of tasks. Planning Committee meetings will then be a forum for sharing and reporting information, resolving priorities and overlaps, and keeping all of the groups on task and "in sync" with the overall context.

### Use of Church Facilities

The facilities of this church were built to glorify God primarily through the work and worship of its congregation, members, and organizations. Every activity conducted in these facilities is under the authority of the Session and conducted with its approval. Other organizations may be authorized by the Session to use the facilities if they meet one of the following requirements:

- The organization is directly or indirectly related to this church, and may be considered an extension of its ministry;
- The organization is clearly a Christian ministry, functions harmoniously with this church, and may be considered an extension of its ministry; or
- The organization is not-for-profit; serves the community; has purposes compatible with the ministry of this church; is open to the participation of all members of this church who meet normal requirements such as professional qualifications, good character, personal integrity, and appropriate age; and does not discriminate on the basis of race, social position, or religion.

### Prohibitions

The facilities shall not be used to produce profit for any person or business except as follows.

A group conducting an approved activity may engage outsiders such as speakers, musicians, and photographers, and may compensate them with a fee or by permitting them to sell articles in the church facilities. When such permission is granted, the sponsoring group shall assure that:

- The nature of the articles to be sold and the manner of announcing their sale is appropriate and do not detract from the religious purpose of the activity;
- The location at which the articles are sold is approved by the Director of Administration;
- During worship services there shall be no reference, *oral* or written, to the articles for sale;
- During other meetings there shall be only one oral announcement and/or one statement on the program that articles are for sale; and

- No member of the church staff participates in the sales.

The facilities shall not be used for political purposes or to advocate philosophies or programs contrary to, or incompatible with, the basic principles of the Presbyterian Church (U. S. A.). This prohibition would not apply to advocates or opponents of a proposed amendment to the constitution of the Presbyterian Church (U.S.A.).

Alcoholic beverages shall not be served anywhere on the premises and smoking shall not be permitted inside the facilities.

### Approval

The Director of Administration is authorized to approve requests from organizations that clearly meet the above guidelines, if the requested date does not conflict with previously scheduled events. If it is not clear that the guidelines are met, the Director shall confer with the Elder on the Property Committee, who may authorize approval or bring the matter to the Session.

Requests by outside organizations to waive or reduce user fees shall be directed to the Session through an appropriate council or committee.

No event shall be scheduled by an outside organization more than four months in advance.

### Conditions

Weddings and funerals are normal occasions for the worship of God and should be conducted, when appropriate, in the Sanctuary or the Great Hall. Members and their families are invited to use the church facilities for those purposes. Brides (members and non-members) should consult the Wedding Coordinator to obtain a copy of the Wedding Handbook, which contains the regulations and fees relating to weddings. The Wedding Guild, under the guidance of the Worship Council, shall function as a bridal consultant for all weddings in the church, and shall serve without charge for members and non-members.

The use by outside organizations of church equipment such as tables, chairs, serving pieces, candelabra, and audio-visual equipment must be approved by the Director of Administration, who may designate others to supervise the use of the equipment. Movable items of church equipment may not be removed from church property and must be kept available for church activities. Church silver or glass serving pieces may be used only by members.

### Fees

Fees as shown below will be charged for the use of the facilities by outside organizations. They include the estimated cost of arranging and operating the facilities, and are due two weeks prior to the scheduled use of the facilities.

Room	Seating Capacity	Fee
Great Hall	650	\$500
Sanctuary	400	\$200
Holland Hall		\$100

Holland Hall Basement	100	\$75
Kitchen		\$75
Glover Room	30	\$50
Classrooms		\$25
Warehouse Large	150	\$250
Warehouse Café		\$100

## Forms, Instructions, and Assignments

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### Officer Nominating Committee ONC-1 Nominee Agreement

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February 20, 2005

Members of the Officer Nominating Committee (ONC) have a great responsibility: to recommend highly qualified persons of faith to govern and serve the congregation. To be eligible for this office an active member of the congregation must meet the following.

#### Guidelines for Eligibility

- No person shall serve on the ONC with a member of his or her immediate household.
- No paid staff member shall be a member of the ONC.
- Except for these two restrictions: all active members of the Congregation shall be eligible to serve. Prospective members of the ONC should take the following advice very seriously.

#### Advice to Prospective ONC Members

- This committee will undoubtedly meet a number of times. Almost certainly, the number may be no fewer than six and may be as many as twelve. Some of these meetings may be on Sunday and many of them perhaps will be at night. It may be necessary for some of them to extend for two or even three hours.
- You will be asked to perform certain tasks of a very sensitive nature. It may be necessary for members of the Nominating Committee to confer with officers of the church, church school officers, leaders of the women, and others to get suggestions and evaluations. Once nominations have been made you may be asked to confer privately with individuals and secure their willingness to serve.
- You will of necessity, because of the nature of this work, be forced to state opinions and arrive at the most accurate judgments you can about the qualifications of your fellow members for office in the church. You will be asked to do this through prayer and through listening to the Spirit work among you, but this will not relieve you of a rather awesome burden of responsibility.
- You must be willing to guard the confidentiality of all the deliberations of the committee during the time you are on it and afterwards.

- It is likely that this list contains no surprises and that you are quite ready to accept the indicated responsibilities. However, you should be fully aware of all that is involved as the election is being conducted.

### Duties

Members of the ONC are expected to annually solicit from the congregation suggestions for, and nominate, persons to serve as officers and members-at-large of the ONC, in accordance with the *Procedures for Electing Officers*.

### ONC-1 Nominee Agreement

I have read the above *Guidelines for Eligibility* and certify that I meet them. I have read the above *Advice to Prospective ONC Members* and *Duties* and pledge to perform all the duties of the office if elected. I agree to serve a second term, if re-elected. I understand that if I am not elected on the first ballot, I may be asked to withdraw so that those who received more votes than I did can be elected by acclamation.

---

Name (printed)

Signature

Date

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## ONC-2 Elder Nominee Agreement

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February 20, 2005

The office of Elder is the highest office that this congregation can bestow on one of its members. It carries with it great responsibility and is a great honor. To be eligible for this office an active member of the congregation must meet the following.

### Guidelines for Eligibility

- Elders shall be elected to serve a full three-year term unless elected to fill a designated vacancy, in which case the term of office shall be the time remaining for the particular class to which elected.
- No Elder shall serve more than three consecutive years except in the case of an Elder elected to a one-year vacancy. That Elder shall be eligible for election for a full term at the end of the one-year term.
- Elders shall be ineligible for re-election for a period of two years, except as provided above.
- No ONC member or member of his or her immediate household shall be nominated for Elder.
- No person shall be nominated to serve concurrently on the Session with a member of that person's immediate household.
- Prior service as a Deacon at First Presbyterian Church, Marietta, Georgia, shall not be a requirement for nomination for Elder.
- No paid staff member shall be nominated for Elder.
- Only those persons who regularly pledge and contribute to the church's General fund shall be eligible for nomination for Elder.
- All active members of the congregation shall be eligible for nomination except as restricted by the above.

Each Elder is responsible for conforming his or her life to the requirements of scripture and the *Book of Order*.

Additionally, a person being considered for nomination to the office of Elder should meet the following.

### Guidelines for Evaluation

- Be a person of faith, dedication, good judgment, and spiritual maturity who witnesses his or her faith by being a leader in worship and in the spreading of the gospel, both within the church and within the world.
- Be a person who demonstrates stewardship of time and money as well as regular church attendance, participation in activities resulting in service to the church and the community by the sharing of their time, talents, and resources.

## Duties

Elders are expected to perform the following:

Collectively the Elders functioning as the Session are responsible for the spiritual oversight and government of the congregation. The Session is currently organized into eight councils: Administration, Congregational Life, Education, Outreach and Mission, Stewardship, Youth and College, Witness and Worship. One council, Administration, is made up entirely of Elders and Deacons. The rest of the councils are augmented by other members of the congregation and then operate as councils within the Ministry Plan of our church. Each Elder is assigned to one council and on some occasions two. He or she is also assigned responsibility for greeting worshippers at Sunday morning services and for serving the Lord's Supper. Attendance at weekly Session meetings on Sundays and at monthly Session meetings is also required.

## ONC-2 Elder Nominee Agreement

The office of Elder is an office to which our Lord calls us. He calls us to do our best.

I have read the above *Guidelines for Eligibility* and certify that I meet them in letter and spirit. I have read the above *Guidelines for Evaluation* and if elected will strive to meet them. I have read the above described DUTIES and pledge to perform all the duties of the office if elected.

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Name (printed)

Signature

Date

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## ONC-3 Deacon Nominee Agreement

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February 20, 2005

The office of Deacon carries with it much responsibility and requires many hours of hard and sometimes tedious work. It is also a great honor. To be eligible for this office an active member of the congregation must meet the following.

### Guidelines for Eligibility

- Deacons shall be elected to serve a full three-year term unless elected to fill a designated vacancy, in which case the term of office shall be the time remaining for the particular class to which elected.
- No Deacon shall serve more than three consecutive years except in the case of a Deacon elected to fill a one-year vacancy. That Deacon shall be eligible for election for a full term at the end of the one-year term.
- Deacons shall be ineligible for re-election for a period of two years, except as provided above.
- No ONC member or member of his or her immediate household shall be nominated for Deacon.
- No person shall be nominated to serve concurrently on the Board of Deacons with a member of that person's immediate household.
- No paid staff member shall be nominated for Deacon.
- Only those persons who regularly pledge and contribute to the church's General Fund shall be eligible for nomination for Deacon.
- All active members of the congregation shall be eligible for nomination except as restricted by the above.

A person being considered for nomination to the office of Deacon should meet the following.

### Guidelines for Evaluation

- Be a person of faith, dedication, good judgment, and spiritual maturity who witnesses his or her faith by being a leader in worship and in the spreading of the gospel both within the church and within the world.
- Be a person who demonstrates stewardship of time and money as well as regular church attendance, participation in activities resulting in service to the church and the community by the sharing of their time, talents, and resources

### Duties

Deacons are expected to perform the following:

It is the duty of Deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. Deacons are expected to spend many hours performing tasks associated with the operation of the church. There are currently 16 committees on which Deacons serve: Administration, Church-at-Large, Community Service, Congregational Life, Usher,

Education, First Fruits, Home Visitation, Mission/Outreach, New Member Welcome, Planning, Property, Shepherding, Witness, Worship, and Youth & College. Each Deacon is assigned to two or more committees. Service on these committees is varied and includes such tasks as preparing and maintaining budgets, repairing and maintaining church property, obtaining financial pledges, visiting church members, scheduling Deacons for all required functions, and performing parking lot duties. Deacons are expected to attend the monthly meetings of the Board of Deacons and to be on duty when assigned for Sunday services, evening services, Wednesday night dinners, and special events.

The office of Deacon is an office to which our Lord calls us. He calls us to do our best.

### Agreement of Nominee

I have read the above *Guidelines for Eligibility* and certify that I meet them in letter and spirit. I have read the above *Guidelines for Evaluation* and if elected will strive to meet them. I have read the above described *Duties* and pledge to perform all the duties of the office if elected.

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Name (printed)

Signature

Date

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## **Pastor Nominating Committee Nominee Agreement**

*September 11, 2005*

Members of the Pastor Nominating Committee (PNC) have a great responsibility: to find the person that God is calling to lead and serve this congregation.

### **Guidelines for Eligibility**

1. No paid staff member shall serve on the PNC.
2. No person shall serve on the PNC with a member of his or her immediate household.
3. Only those members who regularly pledge and contribute to the church's General Fund shall serve on the PNC.

### **Guidelines for Evaluation**

1. Be a person of faith, dedication, good judgment, and spiritual maturity who witnesses his or her faith by participating in worship and in spreading the gospel, both within the church and within the world.
2. Be a person who demonstrates stewardship of time and money as well as regular church attendance, participating in activities resulting in service to the church and community by sharing of time, talent, and resources.

### **Advice to Prospective PNC Members**

The commitment to serve on the PNC is a major one. It typically takes eighteen to twenty-four months to select a pastor, and the committee will meet often during its term. There will be many personal information folders, tapes of sermons, and videos to review. Some out-of-town travel is likely. There will be information that must be kept confidential. It is likely that there will be disagreements among the committee members both on procedural matters and on evaluation of candidates. Thus it will be necessary to respect and seriously consider the opinions of the other members in order for the PNC to reach consensus.

### **Duties**

Select a person to lead and serve this congregation as Pastor. Attend a great majority of the meetings of the PNC, and perform the various tasks assigned by the PNC. Comply with the *Book of Order*, work with the presbytery's Committee on Ministry, and, most importantly, follow the guidance of the Holy Spirit. Members of this committee will be asked during the first year of the newly installed pastor's term to serve as a support team for the newly installed pastor.

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PNC Nominee Agreement

**Agreement of Nominee**

I have read the above GUIDELINES FOR ELIGIBILITY and certify that I meet them in letter and spirit. I have read the above GUIDELINES FOR EVALUATION and will strive to meet them. I have read the above DUTIES and pledge to perform all the duties of a member of the PNC if elected.

_____	_____	_____
Name (printed)	Signature	Date

## Communion

### **Sanctuary Services Instructions: People Seated**

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Requires 12 Elders.

Six Elders sit on each front row.

After invitation to the table by the Pastor, three Elders from each row approach the table.

Each Elder receives a tray of bread from the Pastor.

The outside Elder from each side goes to the balcony; the other four Elders serve downstairs, beginning with service to the Pastors who are seated on each side of the Table.

At the Pastor's signal, the six remaining Elders stand and approach the Table to receive two trays of juice each.

Again, the outside Elder from each side goes to the balcony; the other four Elders serve downstairs, beginning with service to the Pastors who are seated on each side of the Table.

After everyone is served, all the Elders assemble at the rear of the Sanctuary. They then proceed forward to the Table. Elders with juice trays go first. A Pastor will take your tray and place it on the Table.

Return to your seat but remain standing until everyone has returned.

Be seated and a Pastor will serve each Elder individually.

Note: Before starting, the Team Captain will indicate which Elders will serve those in the choir loft. This is done before serving those in the pews.

### **Great Hall Service Instructions: People Seated**

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Worship Council to provide.

## Communion Assignments & Line Up

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### Sanctuary Assignments: 8:30 Service

<p>Elder # 1: Bread            Elder: _____            Serves with Elder # 2            Serves the minister on the right side            Line up: Gathering Space side</p>	<p>Elder # 1: Wine            Elder: _____            Serves with Elder # 2            Serves the minister on the right side            Line up: Gathering Space side</p>
<p>Elder # 2: Bread            Elder: _____            Serves with Elder # 1            Serves 1/2 choir on their side            Line up: Gathering Space side</p>	<p>Elder # 2: Wine            Elder: _____            Serves with Elder # 1            Serves 1/2 choir on their side            Line up: Gathering Space side</p>
<p>Elder # 3: Bread            Elder: _____            Serves with Elder # 6            Serves the Balcony            Line up: Gathering Space side</p>	<p>Elder # 3: Wine            Elder: _____            Serves with Elder # 6            Serves the Balcony            Line up: Gathering Space side</p>
<p>Elder # 4: Bread            Elder: _____            Serves with Elder # 5            Serves the minister on the left side            Line up: Nursery side</p>	<p>Elder # 4: Wine            Elder: _____            Serves with Elder # 5            Serves the minister on the left side            Line up: Nursery side</p>
<p>Elder # 5: Bread            Elder: _____            Serves with Elder # 4            Serves 1/2 choir on their side            Line up: Nursery side</p>	<p>Elder # 5: Wine            Elder: _____            Serves with Elder # 4            Serves 1/2 choir on their side            Line up: Nursery side</p>
<p>Elder # 6: Bread            Elder: _____            Serves with Elder # 3            Serves the Balcony            Line up: Nursery side</p>	<p>Elder # 6: Wine            Elder: _____            Serves with Elder # 3            Serves the Balcony            Line up: Nursery side</p>

## FPC COMMUNION, SANCTUARY

**SEATING INSIDE SANCTUARY (ENTERING, ALL STAND UNTIL CAN SIT DOWN TOGETHER):**

NORTH SIDE

SOUTH SIDE

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3 2 1 3 2 1  
W,N W,N W,N B,N B,N B,N

1 2 3 1 2 3  
B,S B,S B,S W,S W,S W,S

**\*TABLE\***

**\*PULPIT\***

**LINEUP FROM HOLLAND HALL FACING SANCTUARY (BEHIND PULPIT):**

**North Sanctuary Door**

**South Sanctuary Door**

#1 BREAD, NORTH

#1 BREAD, SOUTH

#2 BREAD, NORTH

#2 BREAD, SOUTH

#3 BREAD, NORTH

#3 BREAD, SOUTH

#1 WINE, NORTH

#1 WINE, NORTH

#2 WINE, NORTH

#2 WINE, SOUTH

#3 WINE, NORTH

#3 WINE, SOUTH

*\*AT TIME FOR COMMUNION, MINISTER WILL GIVE A SUBTLE INDICATION FOR BREAD ELDERS TO ALL RISE AND COME TO TABLE. WINE ELDERS REMAIN SEATED UNTIL MINISTER INDICATES COMING FORWARD TO RECEIVE AND PASS WINE.*



### Great Hall Assignments (11:15)

Note: Ministers serve the choir in the Great Hall. Please remind them before the service.

<p>Elder # 4: Wine  Elder: _____  Serves with Elder # 3  Serves nearest kitchen  Line up: Kitchen side</p>	<p>Elder # 8: Wine  Elder: _____  Serves with Elder # 7  Serves outside near windows  Line up: Windows side</p>
<p>Elder # 3: Wine  Elder: _____  Serves with Elder # 4  Serves the minister on the left side and then center aisle  Line up: Kitchen side</p>	<p>Elder # 7: Bread  Elder: _____  Serves with Elder # 8  Serves the minister on the right side and then center aisle  Line up: Windows side</p>
<p>Elder # 2: Bread  Elder: _____  Serves with Elder # 1  Serves nearest kitchen  Line up: Kitchen side</p>	<p>Elder # 6: Bread  Elder: _____  Serves with Elder # 5  Serves outside near windows  Line up: Windows side</p>
<p>Elder # 1: Bread  Elder: _____  Serves with Elder # 2  Serves the minister on the left side and then center aisle  Line up: Kitchen side</p>	<p>Elder # 5: Bread  Elder: _____  Serves with Elder # 6  Serves the minister on the right side and then center aisle  Line up: Windows side</p>

### Great Hall Line Up (11:15 Services)

Kitchen Side	Windows Side
Bread # 1 (Lead)	Bread # 5 (Lead)
Bread # 2	Bread # 6
Wine # 3	Wine # 7
Wine # 4 (Last)	Wine # 8 (Last)

## Great Hall Seating (11:15 Services)

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Pulpit, Choir, & Organ			
Seating in First Row			
Wine # 3, 4	Bread # 1, 2	Bread # 5, 6	Wine # 7, 8

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## Communion by Intinction Instructions

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### 8:30 in the Sanctuary

Requires four Elders.

Two Elders are stationed in the balcony where a small table with the Elements will be located in the south east corner.

The upstairs Elders will stand beside the table and serve those who come to the table to receive Communion. Both bread and juice are on the table.

The two Elders downstairs will sit on the front pew.

After the invitation by the Pastor, one Elder and one Pastor will stand together on each side of the table with each holding one element. Each side of the table will have someone with bread, another with juice for dipping. They will serve the people as they come forward. The congregation will come forward down the center aisle, then return to their seats by either of the outside aisles.

Anyone in the choir loft will come to either side of the table, take Communion, then return to the choir loft.

After everyone is served each "team" will serve itself. Then the Elders will place the Elements on the table and return to their seat on the front row.

### 11:15 in the Great Hall

Requires six Elders.

Three Elders will sit on the front row next to the center aisle.

After the invitation by the Pastor, all Elders approach the Table at the same time to receive the Elements. One Elder and one Pastor will stand on each side of the Table, with one holding the bread, the other the cup for dipping. The "teams" will stand mid-way between the center and outside aisles.

The congregation will be guided by the Deacons to come forward to either station to receive Communion.

The congregation will come forward down the center aisle, then return to their seats by either of the outside aisles.

The Deacons will also watch for anyone who is unable to walk to the Table. They will notify one of the serving "teams" so that they can go to whoever is seated so that they can receive Communion if they choose.

Anyone in the choir loft will come to either side of the table, take Communion, then return to the choir loft.

After everyone is served, each "team" will serve itself. Then the Elders will place the Elements on the table and return to their seat on the front row.

#### **Fourth Service, 11:15 in the Sanctuary**

Requires two Elders.

The Elements will be placed on the Table.

The Elders will be guided by instructions from the Pastor on how the congregation will be served.

#### **In-home Communion**

Worship Council will provide.

#### **Communion Captains:**

1. Please confirm Communion date with all servers the week prior.

2. With 30 Elders needed for each Sunday Communion, and there being only 26 Session Elders, it will be necessary to appoint two (2) additional Elders on rotation for each of the 8:30 and 11:15 services. A list of all FPC Elders is attached. It might be wise to work on this well prior to the Communion for which you are in charge.

3. At the 8:30 service, Nursery workers are to be served. Please remind your two (2) downstairs Elders (Bread #2 North and Wine #2 South) that following completion of serving their downstairs congregation, to walk from the back of the Sanctuary (while the balcony Elders are finishing up) toward the doors into Holland Hall, one with Wine on outside south aisle and one with Bread on outside aisle north side, through the doors on either side of the pulpit, proceeding to the Nursery where approximately 12 workers will be served. Those two Elders may serve each other with the Nursery workers. They will **not** be returning down the center aisle with the remainder of the serving Elders. Following completion of passing the Elements in the Nursery, they will return the trays to the Holland Hall preparation area (kitchen). Before the service, Captains may want to coordinate with Mary Groves in the Nursery.

## **Cherokee Presbytery Operations Manual, Committee on Ministry, May 24, 2009**

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### **42. POLICY: RELATIONSHIPS BETWEEN CONGREGATIONS AND FORMER PASTORS**

#### **A. Concerning Former Pastors**

When the pastoral relationship between a minister of Word and Sacrament and a congregation is dissolved, whether by retirement, or when a minister moves to another position, the nature and character of the relationship changes. Both the pastor and the congregation must disengage from the pastoral relationship in order to engage and establish new relationships. This is normally a painful process for all concerned, but it must be carried out with integrity for the health of the Church and its pastoral leadership.

When a pastor leaves a congregation due to retirement, call to other service, or involuntary termination, there are certain ethical standards that should be followed in order for the ties between the former pastor and the congregation to be severed and for new relationships to be established between a new (interim) pastor and the congregation. When these standards are observed, there can be a smooth transition and fruitful new relationships for all parties.

1. When a pastor resigns, retires, or leaves for other reasons, he/she should exercise due care not to influence, either by direction or indirection, by spoken or written word, the selection of any successor or the policies surrounding the selection of the successor. After leaving the church, the former pastor shall exercise all care so as to have no further influence upon the congregation whether by conversations, correspondence, or by other actions.
2. During the closure phase of a ministry, the retiring/resigning pastor should publicly announce that he or she will no longer be available for pastoral services to the members of that church following the date of termination. Thereafter, the pastor shall fulfill that announced intention by declining all requests from members of that church to conduct baptisms, weddings, funerals, and other pastoral duties for them and shall encourage the strengthening of ties between the former church served and their present pastoral leader. In special situations a former pastor may be called upon for services upon the invitation of the present pastor and approval by the Session. The former pastor would not ordinarily conduct services but rather assist the present pastor at his/her direction.
3. The former pastor will ordinarily seek a church home in another parish. If he/she remains in the community, that person bears a heavy obligation of self-restraint regarding the business and spiritual well-being of the congregation.
4. The former pastor shall vacate both the manse and the church office by the date of termination or some immediate predetermined date. At the time of vacating, the pastor shall return all keys, credit cards, and equipment that belongs to the

church. Further, the former pastor should make arrangements for the removal of all counseling notes, personal records, pictures, books, etc.

5. Former pastors who are elected pastor emeritus are reminded that this is an honorary title only and carries no job responsibilities or privileges unless they are expressly stated by the Session and approved by Cherokee Presbytery at a regular stated meeting. (G-14.0605)
6. Former pastors are still under the obligation of the Presbytery's Sexual Misconduct Guidelines and Policies until they transfer to another Presbytery.
7. Subject to the needs and desires of the former pastor and his/her family, the Presbytery has a responsibility to meet the spiritual and physical needs of this family and to utilize their talents and gifts to the glory of God.

#### B. Concerning Churches Formerly Served by Pastors

When a pastor leaves a congregation due to retirement, call to other service, or involuntary termination, there are certain ethical standards on the part of the congregation in order for the ties between the former pastor and the congregation to be severed and for new relationships to be established between a new (interim) pastor and the congregation. When these standards are observed, there can be a smooth transition and fruitful new relationships for all parties.

The relationship that formerly existed between the minister as pastor and members of the congregation is no longer appropriate. The minister may continue to be your friend, and he/she will most certainly remain your sister/brother in Christ, however, he/she IS NO LONGER YOUR PASTOR.

Efforts on your part to continue the pastoral relationship, such as asking the former pastor to perform services, puts him/her in an ethically awkward position. While she/he may wish to honor your request (and would not want to hurt your feelings), he/she also knows that ministerial etiquette and ethics make it inappropriate for her/him to render such service unless invited to do so by your current interim or installed pastor and by the Session.

1. Do not ask a former pastor to provide pastoral services to you or your family. (This includes weddings, funerals, hospital calls, etc.). If you desire a former pastor to participate in such pastoral services, make your request, in writing, to the Session through your current pastor.
2. Do not discuss your congregation, your new pastor, the Session or any other aspect of your congregational life with your former pastor. Especially, do not solicit your former pastor's advice or counsel about any of these matters. Certainly your former pastor is interested in the congregation and your place in it, and conversations among old friends are always appropriate. However, it is in everyone's best interest that your former pastor distance him/herself from the congregation and the congregation from the former pastor. Raising issues related to your congregation with the former pastor puts him/her in an awkward ethical position.
3. Do not take your comments, concerns, or criticisms of your current pastor to a former pastor. Should you have any concerns or criticisms of your current pastor, seek first to resolve those problems directly with your pastor. If that fails, take your concerns to the Session. Should this prove unsatisfactory, you have

further recourse through the Presbytery's Committee on Ministry. Any effort to involve a former pastor in any issue between yourself and your current pastor will only confuse the situation and make matters worse. Also, it will put your former pastor in an untenable ethical position.

4. You may re-define your relationship with your former pastor. During a pastoral tenure pastors develop friendships based on personal interests, common family make-up, geographical proximity, etc. Beyond this, relationships continue, appropriately, in the context of civic and ecumenical activities. The challenge for all parties is to remember that this is no longer a pastoral relationship.
5. If your former pastor is leaving the community, it is very important to say your "good-byes" and to express your affection and thanks as appropriate. This helps minimize the problem of "denial" and the continuation of the pastoral relationship.
6. Establish an immediate relationship with your new pastor and remember that your beloved former pastor was once a stranger to you and your church family. You will be pleased to discover that your new pastor is warm, caring, and able to conduct weddings, funerals and baptisms. Also, you will learn Church goes on even if leaders come and go. During this time of pastoral transition, anything you can do to contribute to your church's health will insure a strong new pastoral relationship and the growth of your church's mission.
7. Share your "story" and your congregational "stories" with your new pastor. Remember he/she has recently had to sever relationships with his/her former church. You will be helping everyone concerned more than you know.
8. Pray regularly for your church, your current pastor and your former pastor – and remember where the lines are drawn!