



COVENANT
presbyterian church

OPERATIONS MANUAL



**Revised by Session
May 2011**

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I. STATEMENT OF MISSION

The mission of Covenant Presbyterian Church is to serve God, as we proclaim and embody His love revealed in Jesus Christ by ministering to the spiritual, physical, emotional and intellectual needs of all persons in the congregation, in the community and in the world.

A. Our Mission in the Congregation

In order to minister to the members of our congregation and to equip them for their ministry in the world, we are called:

1. To proclaim faithfully God's unconditional love revealed in Jesus Christ and to call all Christians to remember their ultimate allegiance to Jesus Christ as Lord.
2. To provide joyous and celebrative worship as an offering of our praise and thanksgiving, as a means of renewing our commitment to Christ's discipleship and as a means of becoming sensitive to His presence in the world.
3. To provide learning environments in which all ages can become equipped for their ministry as the servant people of God as they assimilate the Biblical message, the life and teachings of Jesus Christ, the history of God's people and knowledge about themselves and the world in which they live; and as they share together the meaning of the gospel for their lives.
4. To provide a community of Christian love characterized by warmth, deep interpersonal relationships, and mutual caring, reconciliation and respect in spite of individual differences.
5. To maintain and preserve the facilities left in our trust by those who have gone before us, and to establish and hold a high expectation of sacrificial stewardship of all of God's gifts for all members.

B. Our Mission in the Community and the World

"God sends the church into the world. God has not taken His people out of the world, but has sent them into the world to worship Him there and serve all humankind. We serve humankind by discerning what God is doing in the world and joining Him in His work." (Chapter Eight, *A Declaration of Faith*) As Christians we are called:

1. To proclaim faithfully God's unconditional love revealed in Jesus Christ and to invite all persons throughout the world to accept Him as Lord and Savior of their lives.
2. To inspire our members to become involved in the struggle for justice, peace and order by serving as Christ's agents of reconciliation.
3. To help alleviate poverty, illiteracy, loneliness and all forms of human suffering.
4. To seize every opportunity to bring others to Christ by our witness, evangelism, and expanded opportunities for corporate worship.
5. To be responsible stewards of God's creation.
6. To encourage all organizations and institutions in their efforts to minister to people as individuals and to embody human values.

C. Long Range Planning Goals

Session launched a 3-year long-range planning process in 2005 with the formation of a Long Range Planning Task Force. This Task Force was appointed to look out over the first quarter of the 21st Century to envision the opportunities and challenges that are likely to engage our congregation in its life and mission. The charge to the task force was to:

1. Fashion a vision that can direct Covenant's response to the gospel's claims and commands.

2. To project the church's needs with regard to land, facilities, programs, staff and finances necessary for effective witness to Jesus Christ and faithful service in His name in the community, the nation and the world.

The Task Force report served as Phase I in the long-range planning process. Phase 2 consisted of the gathering of broad input from across the congregation that was communicated through a series of small group meetings known as Covenant Voices.

The Planning & Evaluation Board (P&E) reviewed the results of the above work and made a final recommendation to Session in 2007. The following long-range planning goals were formally adopted and approved by Session on December 10, 2007.

THE GREAT ENDS OF THE CHURCH

- The proclamation of the gospel for salvation
- The shelter, nurture and spiritual fellowship of its members
- Divine worship
- Preservation of truth
- Promotion of social righteousness
- The exhibition of the Kingdom of Heaven to the world

AS DISCIPLES OF CHRIST, SEEKING TO LIVE INTO THE GREAT ENDS OF THE CHURCH:

1. We will restore active participation in worship as the centerpiece of the life and work of our congregation;
2. We will commit to be excellent stewards of the time, talent and treasure provided us by God;
3. We will strengthen and broaden our education programs to meet our wide diversity of needs and interests;
4. We will broaden and deepen our impact locally and in the world;
5. We will provide opportunities for every member to be fully engaged in worship, witness, and service, while intentionally seeking to add new members.

In order to fulfill this mission, we are called as individuals and as a congregation to help develop, support and work through appropriate denominational, ecumenical and secular agencies and structures working toward these same goals. P&E has been appointed by Session to discern ways in which these goals might be achieved and make appropriate recommendations to Session. To address the five goals most comprehensively, P&E has established the following three priorities with approximate timelines for implementation:

1. Expansion of worship (2008)
3. Enhancing congregational care (2009) Embracing hospitality as a core part of our culture (2009-2010)

II. CONCEPT OF MINISTRY AND STAFF RESPONSIBILITIES

The organizational structure in our local congregation which we believe is the most effective instrument to fulfill this mission in our day is as follows:

A. General

1. The ministry belongs to the whole church, to the people of God. It is a denial of our faith to believe that the “ministry” belongs to a few select people who are employed by the church. All Christians are called to be “ministers” wherever they are: at home, in the office, in school, at work or at play. That is where the work of the church is being done. Furthermore, it is the members of the church, through their elected representatives, who determine what the policies and program of the church will be, and who direct and control that program.

Because the church is an association of human beings, however, and because some direction is necessary for human beings to act together in an organization, the church employs a staff. The staff is not to minister “for” or “in place of” the members, but to minister to them in order that members may more effectively carry out their ministry in the world. Their task is to enable and equip the members of the church for their ministry. It is the duty of the staff to lead, guide, supply resources, instruct, initiate, assist and act as agents in the execution of church policies and programs.

2. A “team ministry” concept will prevail with all members working together to provide the best leadership for the church. While some staff members must necessarily have greater authority and final responsibility, every effort will be made to avoid a hierarchical or autocratic style of leadership and staff relationships.

3. To some extent, of course, the job responsibilities of a particular staff member will be shaped by the person involved. In cooperation with the Personnel Committee, certain flexibility should prevail to allow for such individual modifications.

4. The general concept for all ministers on the staff is that while they are expected to participate and share in all phases of the church’s ministry, they will assume certain specific areas for which they are directly and primarily responsible. Minor reassignment and shifting of responsibilities will take place when necessary in order to achieve responsible leadership for the entire church program. All ministers are also expected to assume their share of responsibilities to the higher governing bodies of the Presbyterian Church (U.S.A.), giving leadership to Presbytery, Synod and General Assembly committees when called upon.

B. Staff Responsibilities

The staff is divided into three areas: senior staff, program staff and support staff. Refer to the Staff Organization Chart (Exhibit A). The following are the staff positions and general responsibilities:

1. Senior Staff

a. Senior Minister

- (1.) Preaching and Worship: The Senior Minister is responsible for the majority of the preaching ministry of the church and the development of the service of worship.
- (2.) Moderator of the Session
- (3.) Head of Staff: The Senior Minister is responsible for the leadership and direction of the church staff.

- (4.) Administration and Program: The Senior Minister works with the Session and is responsible for the total administration and program of the church including Denominational Activities/Relations.
- (5.) Teaching: The Senior Minister is a teacher and regularly participates in the education program of the church.
- (6.) Counseling and Visitation: The Senior Minister is available for counseling and assisting with hospital visitation and general visitation for the congregation.
- (7.) Staff Liaison to:
 - Session Agenda Committee
 - Planning & Evaluation Board
 - Personnel Committee
 - Committee on Assignments
 - Elder Nominating
 - Stewardship
 - Worship Ministry
 -

b. Associate Minister for Congregational Care and Fellowship

- (1.) The Associate Minister for Congregational Care and Fellowship coordinates and facilitates the ministry of pastoral care by integrating pastoral care into all aspects of the congregation's work and worship including:
 - Covenant Connection
 - Congregational Retreat
 - Special Events
 - Stephen Ministry
 - Men's Fellowship
 - Bereavement
- (2.) Staff Liaison to Congregational Care and Fellowship Ministry.

c. Director of Mission

- (1.) The Director of Mission and Outreach is primarily responsible for world and national outreach. Additional responsibilities include oversight and coordination of the Community Outreach Coordinator and Covenant Presbyterian's outreach into the community. Activities include:
 - College Student Council
 - Global Mission
 - Grants
 - Peace and Justice
 - Stapleton/Davidson Internships
 - Jeremiah 29:7
- (2.) Staff Liaison to Mission & Outreach Ministry.

d. Associate Minister for Christian Education

- (1.) The Associate Minister for Christian Education is responsible for the total education program and ministry of the church. Activities include:
 - Fellowship & Study Classes
 - Small Groups
 - Academy Classes
 - Young Adults
 - High School
 - Middle School
 - Quest Council
 - Elementary Education
 - Early Childhood Education
 - Library
 - Preschool
- (2.) Staff Liaison to Education Ministry.

e. **Minister of Music**

- (1.) The Minister of Music is responsible for the total music program and music ministry of the church.
- (2.) Staff Liaison to Worship Ministry.

f. **Church Administrator**

- (1.) The Church Administrator is responsible for the business and functional operation of the church including:
 - Budget Advisory Board
 - Communications
 - Finance
 - Food Service
 - Personnel
 - Property
 - Session Agenda
 - Stewardship
 - Recreation Ministries
- (2.) Staff Liaison to Administration Ministry.

2. Program Staff

a. **Congregational Care and Fellowship Ministry**

(1.) **Parish Nurse**

- (a) The Parish Nurse tends to the health and wellness of members of the congregation, assists with hospital visitation, makes home visits as needed, supports the work of Stephen Ministry, and integrates her skills with all other programs of the church. Activities include:
 - Bloodmobile Program
 - Covenant Visitors
 - Health and Wellness
 - Ninety Plus
 - Prime Timers

- Senior Connections
 - Covenant Crew
- (b) Staff Liaison to Congregational Care and Fellowship Ministry.

(2.) Director of New Member and Women’s Ministries

- (a) The Director of New Member and Women’s Ministries coordinates all efforts to enlist new members and assimilate them into the life of the church, as well as coordinating the activities of the Presbyterian Women and integrating those activities with all other programs.

b. Worship Ministry

(1.) Associate Minister of Music

- (a) The Associate Minister of Music is responsible for assisting the Minister of Music in any activities deemed necessary.

(2.) Contemporary Worship Leader

- (a) The Contemporary Worship Leader is responsible for coordinating, planning, and leading music for the 9:30 worship service.

c. Education Ministry

(1.) Director of Young Adults

- (a) The Director of Young Adults will create a comprehensive program which ministers to young adults (ages 22-35) as a program and outreach of Covenant Presbyterian Church. The Director will lead and manage all aspects of the Young Adult Program.

(2.) Director of High School Youth Ministries

- (a) The Director of Youth Ministries is responsible for the education, pastoral service and fellowship programs for high school youth.

(3.) Director of Middle School Youth Ministries

- (a) The Associate Director of Youth Ministries is responsible for the education, pastoral service and fellowship programs for middle school youth.

(4.) Director of Elementary Ministries

- (a) The Director of Elementary Ministries is responsible for overseeing the education and spiritual development of Covenant’s children, first through fifth grade and the nurturing of their parents and families.

(5.) Director of Early Childhood Ministries

- (a) The Director of Early Childhood Ministries is responsible for overseeing the Christian Education and spiritual development of Covenant's children, ages birth through kindergarten, nurturing their parents and families, and supervising nursery child care.

(6.) Director of Preschool

- (a) The Director of Preschool is responsible for the operation and program of the preschool.

d. Mission and Outreach Ministry

(1.) Community Outreach Coordinator

- (a) The Community Outreach Coordinator is primarily responsible for Covenant Presbyterian's relationships with community agencies, which deal with issues of human need.
- (b) Staff Liaison to:
 - Mission and Outreach Ministry, including Jeremiah 29:7
 - Volunteer Ministries Committee, including Hearts for Highland Subcommittee

e. Administration Ministry

(1.) Director of Recreation Ministries

- (a) The Director of Recreation Ministries coordinates/facilitates recreational activities and events and encourages the use of the Recreation Wing facilities by the congregation, our affiliates and the community.
- (b) Recruits and directs paid and unpaid workers in the Recreation Ministry.
- (c) Staff Liaison to Recreation Ministries Committee.

(2.) Director of Communications

- (a) The Director of Communications is primarily works with church staff and members to coordinate communications strategy in all areas of church activity.
- (b) Develops and manages the church's online presence, including the website, social media and other outlets.
- (c) Supports enhancements to information technology across the campus.
- (d) Represents Covenant in the community, particularly through relationships with media, and prepares and disseminates media releases announcing major events in the life of the church.
- (e) Guide lay leaders and staff in regards to communications tools and the overall communication plan for the church year.

3. Support Staff

a. Property Manager

- (1.) The Property Manager is responsible for supervising the maintenance staff and for the overall maintenance of the church's buildings, grounds, vehicles and other property.
 - (2.) Staff Liaison to Worship Ministry and Administration Ministry:
- b. **Food Service Manager**
- (1.) The Food Service Manager is responsible for all church-related food service on church property.
 - (2.) Recruits, trains and manages paid Food Service workers as needed.
 - (3.) Staff Liaison to Administration Ministry.
- c. **Accounting Manager**
- (1.) Maintains accounting records of the church.
 - (2.) Prepares monthly financial reports and periodic contribution statements.
 - (3.) Prepares bank deposits.
 - (4.) Manages AP, AR and PR systems.
 - (5.) Reconciles bank checking accounts.
- d. **Executive Assistant:** Provides administrative assistance to the Senior Minister and to other ministers as needed.
- e. **Administrative Assistants:** Provide administrative assistance to assigned ministries.
- f. **Receptionist/Facilities Scheduler**
- (1.) Performs all necessary front-office duties.
 - (2.) Greets all visitors and guests by telephone and at the front office.
 - (3.) Provides administrative assistance to the Church Administrator.
 - (4.) Schedules use of church facilities and vehicles for church and non-church use.
- g. **Publisher**
- (1.) Develops, edits, prints and distributes the church newsletter and worship bulletins.
 - (2.) Prepares manuscripts for Senior Minister.
 - (3.) Advises on or prepares other church publications as requested.
 - (4.) Assists with website maintenance as needed.
 - (5.) Maintains calendar of reservations for floral dedications.
- h. **Lead Custodian**
- (1.) Responsible for maintaining, cleaning and housekeeping of all church buildings and preparation for meetings and events.
 - (2.) Coordinates other custodians in absence of the Property Manager.
- i. **Custodians:** Responsible for maintaining, cleaning and housekeeping of all church buildings and preparing for meetings and events.
- j. **Assistant Food Service Manager**
- (1.) Responsible for performing food service preparation and support for the food service ministry.

(2.) Manages Food Service operation in Food Service Manager's absence.

III. STRUCTURAL DESIGN

A. Election of Elders

1. **Size of Session:** The total number of active Elders under the rotation system shall be 50 members in 2011 (two classes of 20 each and one class of 10), 40 members in 2012 (one class of 20 and two classes of 10 each), and 30 members in 2013 and thereafter (three classes of 10 each). In addition, two Youth Elders shall be elected each year. Refer to III A 5.
2. **Term of Office:** The election of Elders under the rotation system shall be for a term of three years, with a one year a mandatory interval before an Elder becomes eligible for re-nomination. Each Youth Elder will serve a one-year term and is not eligible to serve successive terms.
3. **Frequency of Election:** Elections shall be held each year in the month of September. Terms will begin the following January.
4. **Election Procedures**
 - a. **Nominating Committee**
 - (1.) In April of each year the Moderator and the Clerk of Session shall recommend to the Session for approval two persons serving in their third year on the Session, with one appointee designated to serve as Chairperson.
 - (2.) The Chairperson shall solicit the names of eight persons, none of whom may be in active service on the Session, as follows:
 - One person appointed by each Ministry Leadership Team
 - One person appointed by the Presbyterian Women
 - One person appointed by the Men's Fellowship
 - In May, names of the Nominating Committee members shall be submitted to the Session.
 - (3.) The Senior Minister shall be available for advice and consultation at the committee's request.
 - (4.) The Nominating Committee shall consult with the Assistant Clerk of Session in their capacity as the head of the Committee on Assignments to consider potential nominations to fill key officer roles that require an active seat on Session.
 - b. The Nominating Committee shall be charged with the responsibility of developing a list of ten nominees for the office of Elder and two nominees for the office of Youth Elder.
 - c. The Nominating Committee shall meet within thirty days of its formation and shall cause the congregation to be notified of its existence and of the names of the Chairperson and members, with the request that members of the congregation give the names of persons believed to be qualified to serve as Elder and Youth Elder to any member of the Nominating Committee or to the Church.
 - d. The Nominating Committee shall develop a list of names of persons qualified to serve as Elders and Youth Elders and shall consider the qualifications of those persons, together with those suggested by the congregation, taking into consideration such factors as ability and interest in the church as demonstrated by the stewardship of time, talent and money. A special effort shall be made to secure representation of all segments of the congregation, as provided in the *Book of Order*. The committee shall ultimately select ten names of Elders and two Youth Elders for presentation to the congregation. The final list shall contain no fewer than three persons who have never served as active Elder in Covenant Presbyterian Church. No member of the

- Nominating Committee shall be eligible for consideration as a candidate for election as Elder in the class for which he/she has served on the committee.
- e. The Nominating Committee shall obtain the permission of the proposed nominees to present their names to the congregation and an agreement from the nominees to serve if elected and to participate in officer training.
 - f. A duly called congregational meeting shall be held in September for the purpose of hearing the report of the Nominating Committee. Prior to the congregational meeting, a communication in the church newsletter shall be sent to each family of the congregation listing the names of those persons to be nominated by the Nominating Committee with identifying information about each. The communication shall advise that additional nominations may be made from the floor at the congregational meeting provided that the persons nominated from the floor have agreed to have their names placed in nomination, to serve if elected and to participate in officer training, and will be present at the meeting to verify their willingness to serve.
 - g. The list of nominees prepared by the Nominating Committee shall be presented at the congregational meeting (called in Paragraph f. above), and the nominees shall be asked to stand at this meeting. Power to excuse in exceptional circumstances is granted to the Nominating Committee. The moderator shall call for nominations from the floor in accordance with the procedure set forth in the *Book of Order* and in accordance with the above.
 - h. The Chairperson of the Nominating Committee shall see that the ballots are prepared including the names of all nominees and space for additional names if nominated from the floor. The name by which a nominee is ordinarily known may be used for ballot purposes. If there are no nominations from the floor, the nominees will be elected by voice vote.
 - i. If there are nominations from the floor, an election by secret ballot will be held. All of those receiving a simple majority of votes cast shall be elected. If the number of positions to be filled is not chosen the first Sunday, balloting by private ballot shall take place on each succeeding Sunday until all positions are filled. A list of all remaining nominees shall be printed in the bulletin for each election Sunday.
 - j. The members of the Nominating Committee assisted by the Elders taking the offering on the respective Sundays will serve as tellers, except that no one who is closely related to or connected with a nominee shall serve as teller. The members of the committee shall notify all nominees promptly of the results of the election.
 - k. It will be the responsibility of the Nominating Committee Chairperson to supply the church promptly with the names of the newly elected Elders and Youth Elders and of those involved in any necessary runoff for inclusion in the next Sunday's bulletin.
 - l. In the event a vacancy occurs on the Session, the Nominating Committee shall be responsible for bringing in nomination to the congregation the name of an Elder not currently in an active class and not currently in the one-year leave period.
 - m. The Nominating Committee shall also be responsible for bringing forward for election the names of Elders as Elder Emeritus.
 - n. The Nominating Committee shall be discharged after the full number of Elders and Youth Elders has been elected in accordance with the procedures as stated above.

5. Youth Elders

- a. Two Youth Elders shall be elected each year to serve a one-year term and shall not be eligible to serve successive terms.
- b. The Youth Elder shall be a sophomore or a junior in high school.
- c. An Elder mentor shall be assigned to each Youth Elder.

6. Elder Emeritus

- a. Any Elder who has faithfully served three full terms or at least nine years in Covenant Presbyterian Church and has attained the age of 70 shall be invited to receive nomination for election as Elder Emeritus.
- b. Any Elder Emeritus shall be free to attend Session meetings without vote and shall also be eligible for assignment to a committee as a member at large and for sacrament duty. Refer to III C 6 d (1).

B. Officers of the Session

The officers of the Session, noted below, shall perform duties as outlined in the *Book of Order* and as further defined herein, with assistants appointed to fulfill their functions when called upon, and to succeed to office as provided in this structural design:

1. **The Moderator**, who shall normally be the Senior Minister.
2. **The Clerk**, who shall, in addition to *Book of Order* duties, keep available at Session meetings a current copy of the *Operations Manual*. The Clerk shall chair the Session Agenda Committee and shall be a member of the Personnel Committee.
3. **The Assistant Clerk**, who shall record attendance at Session meetings, serves as chair of the Committee on Assignments and succeeds the Clerk.
4. **The Treasurer**, who, in cooperation with the Church Administrator, shall be responsible for supervising and reporting to the Session as required all financial matters in the life of the congregation, and shall serve on the Finance Committee.
5. **The Assistant Treasurer**, who shall serve as chair of the Finance Committee and shall succeed the Treasurer.

C. Organization of the Session

1. Committees

The Session, in order to perform its function as governing body of the congregation and to ensure inclusive participation in the decision making process of the congregation's life, shall be organized as follows:

- a. Planning & Evaluation Board
- b. Personnel Committee
- c. Session Agenda Committee
- d. Six Ministries with relevant committees
- e. Committee on Assignments

2. Planning & Evaluation Board

- a. The Board shall be composed of twelve persons. Refer to III C 6 d (3).
- b. The Board shall on an ongoing basis plan for and evaluate the church's long range implementation of its mission, including
 - Ministry structure
 - Projected problems
 - Developing directions.Arising out of this continuing study, the board shall from time to time make recommendations to the Session.
- c. The Board shall develop and establish a suitable policy, with Session approval, for special fund raising campaigns and make appropriate recommendations to the Session.
- d. The Board shall periodically, but not less frequently than every three years, review the *Operations Manual* and make recommendations to the Session for appropriate changes.

3. Personnel Committee

- a. The Personnel Committee shall be composed of a chair, a vice chair, the immediate past chair, the Clerk of Session, a Finance Committee representative, one active elder and three members-at-large.
- b. This committee shall provide on-going leadership in dealing with personnel matters pertaining to the staff. Specifically, this committee will:
 - Evaluate staffing levels and make recommendations for changes when appropriate.
 - Ensure that annual personnel performance evaluations are completed and documented for inclusion in personnel records in accordance with the personnel policies of the church.
 - Annually prepare recommendations for changes in terms of call of the ministers.
 - Periodically conduct compensation studies, review the employee benefits and job descriptions, and make recommendations for changes if appropriate.
 - Recommend to the Session candidates for Pastor Nominating Committees.
 - Appoint search committees for interim and non-ordained staff.
 - Revise, as needed, the *Covenant Presbyterian Church Employees Handbook*, which documents the policies, practices, procedures and requirements for proper personnel administration.
 - Maintain the Covenant Presbyterian Church Child, Youth, Volunteer and Staff Protection Policy.
- c. This committee is authorized, with Session approval, to enlist members-at-large from the congregation whose expertise is needed.

4. Session Agenda Committee

- a. This committee shall be composed of the Clerk of Session as Chair, the Planning & Evaluation Board Chair, the Personnel Committee Chair and the chair of each Ministry or his/her delegate, together with the Senior Minister and the Church Administrator.
- b. Its responsibilities shall be:
 - To set the agenda for Session meetings.
 - To facilitate meetings and discussions between church committees as necessary.
 - To nominate to the Session those persons to serve on the Committee on Assignments and any other special committees as needed.
- c. In the event a vice chair vacancy occurs during the term, the Session Agenda Committee, with input from the affected Ministry Leadership Team, shall appoint an Elder to serve the unexpired annual term. The Elder shall not necessarily succeed as

chair, the matter of filling the relevant chair being referred to the Committee on Assignments at the proper time.

4. Board of Trustees of Covenant Presbyterian Church, Inc.

The Board of Trustees of Covenant Presbyterian Church, Inc. shall be composed of those persons duly elected in accordance with the *Articles of Incorporation and Bylaws of Covenant Presbyterian Church, Inc.* and shall carry out duties and responsibilities as provided by the *Articles of Incorporation and Bylaws*, North Carolina law and the *Book of Order*. The Board of Trustees consists of the members of the Session.

5. Committee on Assignments

- a. The committee shall be composed of nine persons as follows:
 - One from each Ministry chosen by the Ministry Leadership Team
 - The chair of the Young Adults Committee, or a designee
 - A representative from the Elder Nominating Committee
 - The Assistant Clerk of Session, who shall serve as chair
- b. Term: The committee shall be appointed by the Session at its first regular stated meeting following the summer recess. The committee shall serve only for the period of time needed to complete its task, as described in paragraph c. below.
- c. Procedure:
 - (1.) Staff support shall be provided by the Senior Minister.
 - (2.) The committee shall nominate to the Session for one-year terms: Assistant Clerk of Session, Assistant Treasurer, and chairs and vice chairs of the Planning & Evaluation Board, the Personnel Committee and the Elder Leadership teams for each Ministry.
 - (3.) The committee shall assign to the Planning & Evaluation Board and Personnel Committee members at large, i.e., those individuals not stipulated as members in the Operations Manual.
 - (4.) Should there be more active elders available than required to fill the positions described above, the committee shall assign them to Ministries, which shall have the responsibility for their committee assignments.
 - (5.) The committee shall nominate to the Session at the December meeting its recommendations and those Ministry members at large as prepared by the Ministry Leadership Teams (See III C 7 f – h) and approved by the Committee on Assignments. The committee shall present any subsequent changes in committee Chairs and Vice Chairs to the Session for its approval. Ministry Leadership teams are responsible for apprising the Session of all other committee membership changes during the year. These notices are informational only and do not require Session approval.
- d. Guidelines
 - (1.) **Ministries and Committees**
 - (a.) It is desirable that Ministry Chairs and Vice Chairs are to be filled by active Elders or Elders-elect. The Committee should seek to fill Committee Chair and Vice Chair roles with a combination of Elders and members of the congregation who demonstrate a passion for the works of their assigned committee and strong leadership skills.
 - (b.) All terms for Chair or Vice-Chair shall be one year.
 - (c.) The Vice-Chair of a committee shall succeed as Chair in the following year, except in the event the Vice-Chair has been appointed as a replacement. Refer to III C 4 c.

- (d.) It is desirable to appoint the Ministry Chair from an Elder who has previously served as a Committee Chair within the relevant Ministry, preferably during the current three-year term as active Elder.
 - (e.) The Committee on Assignments should be knowledgeable of all of the relevant requirements associated with each Chair and Vice Chair role, including required involvement on other committees due to their assigned role. These requirements should be clearly communicated to the individual being nominated for each role so that the nominee has a full understanding of the commitment required.
 - (f.) Please see Exhibit B.
- (2.) **Clerk of Session:** The Assistant Clerk of Session shall succeed as Clerk of Session. No one shall be eligible for appointment as Assistant Clerk who has not served as a committee chair, preferably as a Ministry chair.
- (3.) **Planning & Evaluation Board**
- (a.) The Vice Chair of the Planning & Evaluation Board shall succeed as Chair. No one shall be eligible for appointment as Planning & Evaluation Board Vice Chair who has not served as a Committee Chair, preferably a Ministry chair or Officer.
 - (b.) The Committee on Assignments shall nominate four members at large.
 - (c.) The Vice Chair of each Ministry shall serve as a member of the Board. The Ministry Chair may name a suitable replacement from their Ministry Leadership team.
- (4.) **Personnel Committee:** The vice chair of the Personnel Committee shall succeed as chair.
- (5.) **Inclusiveness:** The *Book of Order* policies on inclusiveness shall be followed in making all appointments.

6. Ministry Leadership Teams

- a. The Ministry Chair and all chairs of committees within the Ministry shall constitute the Ministry Leadership Team. In the event of the chair being unable to attend a meeting, the vice chair can represent the committee at any Ministry Leadership Team meetings.
- b. The Ministry Leadership Team shall be responsible for the promotion and supervision of all activities and programs under its jurisdiction, including determining committees, ministry teams or task forces (henceforth called “committees”) needed to achieve ministry objectives.
- c. The Ministry Leadership Team shall be responsible for considering any proposed recommendation to the Session from any of its constituent committees. For placement on the Session agenda, any committee recommendation will require the second of the Ministry Leadership Team.
- d. The Ministry Leadership Team shall be responsible for the preparation of annual budget requests for submission to the Budget Advisory Board in accordance with budget guidelines and policies adopted by the Session.
- e. The Ministry Leadership Team shall assist in the review of job responsibilities of staff within its jurisdiction and for any recommendations arising from such a review, always subject to the responsibilities of the Personnel Committee.
- f. Ordinarily members at large shall serve a maximum of three consecutive years on a committee.

- g. Committees shall have the authority to recruit additional members.
- h. Committees shall have the authority to develop committee groups to fulfill their assigned tasks; the creation of any standing sub-committee requires approval of the Ministry Leadership team and the Session.
- i. The Ministry Leadership Team shall meet at the call of its chair, or at the request of a committee chair.
- j. Please see Exhibit B.

7. Meetings

- a. Time: The Session shall ordinarily meet to conduct general business on the second Monday of each month at 7:30 p.m., unless otherwise specified. Furthermore, it shall ordinarily meet as needed on Sunday morning for the purpose of receiving new members. If matters should arise requiring action or communication between the regularly stated meetings, the Moderator, after consulting with the Clerk of Session, shall call a meeting of the Session at an appropriate time. He/she can call a meeting of the Session when requested to do so under the provisions set forth in the *Book of Order*.
- b. Attendance: Each member of the Session is expected to be present at all regularly stated meetings, unless providentially hindered.
- c. Quorums
 - (1.) The quorum for all meetings of the Session shall consist of no fewer than one-third of the current members of the Session, except for the purpose of receiving new members, in which case the quorum shall be the Moderator and two Elders.
 - (2.) The quorum for meetings of boards, committees, etc., shall be no less than one-half of the membership, provided that number is no less than two, one of whom must be either the chair or the vice-chair.
- d. Records: Each organization (committee, council, board, leadership team, etc.) shall ordinarily keep an accurate record of its reports, minutes and activities. These records are to be available to the Session upon request and are to be passed on to the new committee, council, board, leadership team, etc., when it begins its work.
- e. Amendments: This *Operations Manual* may be amended by a majority vote of those present at a regularly stated meeting of the Session providing the proposed amendment was presented in writing at a previous meeting. Any part of this standard operating procedure may be temporarily set aside by a three-fourths vote of those present at a stated meeting, provided the number constituting three-fourths of those present is not less than one-third of the membership of the Session. Refer to III C 2 d.

D. Ministry and Committee Structure

Covenant Presbyterian Church uses a system of ministry teams to achieve the mission of the church. Each Ministry includes a Chair, a Vice Chair and a specific number of elders assigned to the Ministry. Listed herein are general descriptions of the ministry teams and responsibilities. The leadership of the individual committees or Ministries has the responsibility to call meetings as needed for their respective groups. There is not a requirement for stated meetings (i.e. monthly, quarterly, etc.) but rather these groups are encouraged to meet as needed to achieve Ministry goals. The use of electronic vote taking to discuss and resolve issues by a group in lieu of face to face meetings is permitted and encouraged when deemed appropriate by the committee or Ministry leadership. Covenant values the time of its members and volunteers and encourages judicious use of it to allow our congregation to be as involved in the much needed hands on ministry of our church, local community and the world.

1. Congregational Care and Fellowship Ministry

The Congregational Care and Fellowship Ministry shall be responsible for the development of comprehensive programs to minister to all members and participants of the congregation, including the training and mobilizing of members to assist with the implementation of Congregational Care programs.

2. Worship Ministry

The Worship Ministry shall work with the Senior Minister in determining the order and arrangements of all worship services, including but not limited to weddings, funerals, communion, baptism and memorials in Covenant Presbyterian Church. In addition, the ministry is responsible for the total music program and to ensure that appropriate support (ushers, sound staff) is provided for all services.

3. Mission and Outreach Ministry

The Mission and Outreach Ministry is responsible for local, national and world outreach and for maintaining relationships with community agencies that deal with issues of human need. The ministry shall also: oversee the granting process for helping fund particular community based ministries; work with and provide support for mission partnerships throughout the world; develop and maintain local outreach programs; and continue a depth and quality of witness to and care for our college aged members.

4. Education Ministry

The Education Ministry is responsible for the total education program of the church. Specific responsibilities include: ensuring the education and spiritual development of Covenant's children; providing education, pastoral service and fellowship programs for middle and senior high school youth; a comprehensive program which ministers to young adults (ages 22-35); developing the vision and scheduling of all adult education programs; and maintaining the church library.

5. Ministry of Administration

The Administration Ministry is responsible for the business and functional operations of the church. Specific responsibilities include: maintaining all church property; leading and managing the annual stewardship campaign; overseeing the budget process; overseeing the management of the recreation wing, church communications and food services.

a. Finance Committee

- (1.) Shall be responsible for monitoring the fiscal health of the church by regularly receiving and reviewing financial statements from the Church Administrator, by monitoring expenditures by the various Ministries to ensure that the provisions of the budget are observed and by monitoring status of pledge receipts.
- (2.) Shall be responsible for approving/recommending approval of any expenditure that will exceed the total approved annual budget for:
 - (a.) the Ministry requesting the expenditure,
 - (b.) the Personnel Committee or
 - (c.) any other committees not assigned to a Ministry.

Items less than \$5,000 may be approved by the Finance Committee at its discretion without Session approval. Any requested expenditures which exceed the approved annual budget, individually or in the aggregate, by more than \$5,000 shall be reported to the Session at its next meeting for final approval.

- (3.) Shall be responsible for the property and casualty insurance coverage of the church.
- (2.) Shall see that all financial records are properly prepared and are audited annually by a Certified Public Accounting firm.
- (3.) Shall have financial oversight with regard to all loans and borrowings.

- (4.) Shall be responsible for establishing and maintaining an effective system of financial internal controls.
- (5.) Shall promote and administer scholarships whereby qualified individuals will be assisted with college education or seminary study consistent with the stated purpose of the underlying funds.
- (6.) Shall be responsible for the management of the investments of the church and shall emphasize the continued promotion of the various endowments of the church.
- (7.) Shall review and accept or decline all offers of non-cash gifts worth more than \$1,000, and shall solicit such gifts when appropriate.
- (8.) Shall review and accept or decline all estate gifts.
- (9.) Shall oversee the Planned Giving program of the church.

6. Engagement Ministry

The Engagement Ministry is responsible for providing opportunities for participants to discover their spiritual gifts and to equip them to use their gifts faithfully in service to God. The ministry includes: Welcoming, Discerning, Matching, Developing and Celebrating.

EXHIBIT A – STAFF ORGANIZATION

EXHIBIT B – COMMITTEE STRUCTURE AND LIAISON SUPPORT

