



FIRST PRESBYTERIAN CHURCH OF NEW VERNON

Manual of Operations

This manual of administrative operations was developed by the session in accordance with the Book of Order G-3.0106 and is designed to provide members of the session and the congregation with a general knowledge of the structure to administer the mission of the First Presbyterian Church of New Vernon.

Mission

The PC(USA) Book of Order declares that the church is faithful to the mission of Christ as it:

- Proclaims and hears the Word of God
- Administers and receives the Sacraments
- Nurtures a covenant community of disciples.

We aspire to fulfill that faithfulness in all that we do, and have articulated our congregation's mission statement as: "Inspiring our community to grow in faith and service."

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

The First Presbyterian Church of New Vernon (New Jersey) is a member church of the Presbytery of the Highlands of New Jersey in the Synod of the Northeast of the Presbyterian Church (U.S.A.).

Membership

There are three categories of church membership in the PC(USA)

Active Members are approved by Session and are received into the church by public profession of faith, reaffirmation of faith or certificate of transfer and are presented in worship. Upon joining the congregation, the member's name is added to the church's active member roll.

Affiliate members are those who have temporarily moved away from the community where their primary church membership is registered, and who wish to participate in the life of a local church. Affiliate members are not permitted to vote in congregational meetings or to be elected to ordained ministry or office in the congregation where they are enrolled as affiliate members. Affiliate members are also not counted as part of the total used to calculate the church's per-capita dues.

Baptized members are those in the congregation who have been baptized (either in the local church or elsewhere) but who have not yet made a profession of faith (i.e. confirmation, or reception into membership as adults).

Church Governance

The Session is the council for the congregation and is responsible for the mission and governance of the church. It also acts as the Board of Trustees for the Corporation. It comprises all installed pastors and

associate pastors as well as twelve members elected by the congregation to active service as ruling elders. Each elder is elected to a three-year term and cannot serve more than six consecutive years. Each year, at one of their regular meetings, the Session elects a clerk and a treasurer. Both the clerk and treasurer serve terms of one year. Session holds stated meetings each month (except July and August) as well as any special meetings that may be called.

To do the work of the church, Session has created teams that meet monthly (except July and August). Each team is led by an appointed ruling elder who reports team business to Session at its stated meetings.

Children & Youth Team: The Children & Youth Team assists in the planning, implementing and evaluating of children and youth ministry at the church. We strive to provide children and youth with a supportive environment to grow in their faith and, as disciples in Christ, to put that faith into action. We value diversity and hope to create a welcoming and vibrant space for children and youth to develop authentic relationships with God and with one another. [Link to Volunteer Description](#)

Communication Team: The purpose of the Communication Committee is to increase and improve communication and strengthen the church's connection with the congregation as well as the larger community. Members of this committee share the story of the church's life, work, and commitments through our website, social media, email, mailings and connections with local media. [Link to Volunteer Description](#)

Congregational Life Team: The Congregational Life Team plans a variety of activities throughout the year to celebrate our life together as a church family. Some of these are all-church multi-generational events, others speak to the needs of smaller groups like our senior citizens. These opportunities allow us to deepen our relationships with one another and extend hospitality to others outside the church's membership. [Link to Volunteer Description](#)

Faith & Society Team: The Faith and Society Team works to provide opportunities for learning and conversation around how our faith intersects with challenges facing contemporary society through speakers, movies, book groups and other programs. [Link to Volunteer Description](#)

Finance Team: The Finance Team, in cooperation with the Pastor, provides financial oversight for the church. It oversees and analyzes all financial, budget and investment matters relating to the church, including monitoring the overall financial needs and health of the church. [Link to Volunteer Description](#)

Membership Team: The Membership Team's mission is to promote awareness of the church within Harding and surrounding communities, to increase the number of members and friends of the congregation and to strengthen the bonds of fellowship among existing members and friends. [Link to Volunteer Description](#)

Mission & Outreach Team: The purpose of the Mission & Outreach Committee is to develop and implement initiatives that fulfill the commitment of the Church to minister to the needs of the poor, the sick, the lonely and the powerless primarily through our partner non-profits. This committee works to ensure the Church is a visible presence in the community. [Link to Volunteer Description](#)

Operations Team: The Operations Team works with staff, ensuring that the church's properties provide a welcoming and safe environment for members, staff, visitors and community organizations. [Link to Volunteer Description](#)

Stewardship Team: The Stewardship Committee is responsible for development and execution of an annual financial campaign from which the budget to fund all necessary church missions and expenses is determined. [Link to Volunteer Description](#)

Worship & Music Team: Working collaboratively with the pastor and music staff, the Worship and Music committee helps ensure that our worship praises, thanks and petitions God; informs, nurtures and challenges our faith; and equips us to ever greater faithfulness as Christ's disciples in our congregation and the world. [Link to Volunteer Description](#)

Session is guided by the Session Manual of Operations. [Link to Manual](#)

Board of Deacons

The Board of Deacons consists of twelve members elected by the congregation. Each deacon is elected to a three-year term and cannot serve more than six consecutive years. The ministry of deacon as set forth in Scripture is one of compassion, witness and service. Deacons of the church assist in the pastoral care of the congregation by delivering flowers from worship, organizing coffee hour, preparing for communion, arranging monthly senior luncheons and many other functions that enhance the church community. The Board meets monthly (except July and August).

The Board of Deacons is guided by the Deacons Handbook. [Link to Handbook](#)

Congregational Meetings

An annual meeting of the Congregation is held in the first quarter of the year at which at least the following business shall be presented: annual reports from organizations and the session, financial report for the preceding year, budget for the current year, changes in the terms of call for the pastor(s), nominating team report for church officers, electing members to serve on the nominating team. Special meetings of the congregation may be called by the Session, the Presbytery, or by Session when requested in writing by one-fourth of the congregation on its active member roll. Such calls shall clearly state the purpose of the meetings and business shall be restricted to that which is specified in the call.

All active members of the Congregation (as designated on the church's active member roll) present at either annual or special meetings are entitled to vote.

The Nominating Team

The Nominating Team consists of five members from the active roll of the Congregation composed of two ruling elders currently serving on Session, one deacon and two members of the Congregation. The pastor is a member ex officio and without a vote. The Nominating Team is responsible for presenting the name of one eligible person for each office to be filled on Session, the Board of Deacons, the Audit Team, the Congregational members-at-large of the Nominating Team and other offices as determined by Session.

Policies

Audit Policy ([link](#))

Building Use Policy (wedding, funeral, building rental) ([link](#))

Child and Youth Protection Policy ([link](#))

Electronic Meeting Policy (instead of Electronic Voting Policy – in by-laws?) ([link](#))

Family Leave Policy for Clergy ([link](#))

Fiscal Policies and Procedures (insurance policies, financial fund policies) ([link](#))

Personnel Policy (Staff Job Descriptions) ([link](#))

Sexual Misconduct Policy ([link](#))

Appendices

Articles of Incorporation (Note the legal name of the Church) ([link](#))

By-laws of the Congregation and Corporation ([link](#))

Annual Maintenance Calendar ([link](#))

Current Year's Budget ([link](#))

Original Charter and Membership ([link](#))

Staff Job descriptions ([link](#))

Stewardship and Pledging ([link](#))

Usher Instructions ([link](#))