

MANUAL OF ORGANIZATION

INTRODUCTION TO MANUAL OF ORGANIZATION

OLIVET PRESBYTERIAN CHURCH

Cedar Rapids, Iowa

Reasons for This Manual

The Presbyterian commitment to ordered relationships and orderly governance holds an important place in our understanding of the church. All efforts to define how a congregation will govern itself begin with —Christ’s will...[as] set forth in Scripture as we interpret —the Word by reason and sound judgment, under the guidance of the Holy Spirit. ll Book of Order (G.1.0100.1c) This manual continues the work of The Constitution of the Presbyterian Church (U.S.A.), especially Part II: Book of Order, by describing how this particular church chooses to govern itself beyond what the Book of Order requires, especially in Chapters I-VIII.

The basic principles are these: —Each particular church of the Presbyterian Church (U.S.A.) shall be governed by this Constitution. Its officers are ministers of the Word and Sacrament, elders, and deacons. Its government and guidance are the responsibility of the Session. It shall fulfill its responsibilities as the local unit of mission for the service of all people, for the upbuilding of the whole church, and for the glory of God. (G.4.0104)

The Book of Order establishes the basic governing principles and policies but leaves many decisions to each particular church about how they will live out that polity. The bylaws, policy statements, and other sections of this document seek to clarify for all the members how this particular church has chosen to organize and govern itself in those ways left to the church to decide. Questions of policy or procedure may still be asked beyond what this manual says. Those questions are left to the Session – or beyond that, to the Presbytery – to decide.

Relationship of Governing Documents

The Constitution of the Presbyterian Church (U.S.A.) includes The Book of Confessions and the Book of Order. Every particular church of the PC (USA) voluntarily agrees to live by its principles and policies. Any question of relationship and governance in an individual congregation is answered first by

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the Book of Order. Where it leaves freedom to the church to decide, bylaws are adopted by the members of the church to establish procedures and policies primarily for officers, boards, committees, and staff which would not change often.

Policy statements, staff position descriptions, and statements of financial procedures, for instance, are approved by the Session and subject to revision as needed. This manual seeks to bring consistency to all parts of the manual so they are in agreement.

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SESSION

Membership:

The ruling elders shall be divided into three equal classes. One class of which shall be elected each year at the designated congregational meeting for a three-year term. No elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six years. An elder shall be ineligible to serve in a new term until one year shall have elapsed. Vacancies on the Session shall be filled either at special meetings of the congregation or at the annual meeting, as the Session may determine. The pastor of the church, or a minister appointed by Presbytery, shall be the moderator of the Session. The clerk of Session shall be elected annually by the Session.

Purpose:

Elders are elected by the congregation. Together with the pastor, they exercise leadership, government, and discipline. They have responsibility for the life of a particular church, as well as the church at large including ecumenical relationships. They shall serve faithfully as members of the Session. When elected commissioners to higher governing bodies, elders participate and vote with the same authority as ministers of the Word and Sacrament, and they are eligible for any office. (Book of Order G-6.0302)

Responsibilities:

The responsibilities of members of the Session are outlined in the Book of Order (G-6.0304 and G10.0102 a-s). Every committee or board shall have a Session liaison. The Session will elect one member as a delegate to the Presbytery.

Accountability:

The Session is accountable to the congregation that elects the elders and to the East Iowa Presbytery.

Policies:

1. The Session will meet monthly.
2. A quorum of the Session shall be the pastor or other presiding officer and one third of the elders but no fewer than two, except for the reception and dismissal of members, when the quorum shall be the

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moderator and two members of the Session. The Session may fix its own quorum at any higher number. (Book of Order G-10.020).

3. The Session will meet in joint session with the Board of Trustees at least annually for the purpose of a mutually agreed on agenda. The pastor shall moderate joint meetings.

4. The Treasurer shall furnish monthly financial statements to the Session.

5. The clerk of Session shall keep a record of all new continuing policy items and present the policy statements for review at the February meeting of the Session each year.

6. In the event of an emergency, such as a severe storm, the Session shall be responsible for cancellation of a Sunday morning service.

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MINISTRY COMMITTEES

EVERY COMMITTEE

Every committee:

should have a regular monthly meeting.

should submit written minutes to the Session five (5) calendar days prior to the Session's meeting.

should submit written budget requests to the Session no later than October 1st for the next year.

should maintain a record of expenses in accord with approved budget.

BUILDINGS AND GROUNDS

The Buildings and Grounds Committee ensures that the building and its grounds are maintained.

Purpose:

Assist the Session in its authority:

to arrange for snow removal and lawn care.

to acquire bids for major repairs and provide bids to the Session.

to ensure that safety equipment is maintained such as fire extinguishers, smoke alarms, first aid kits, etc.

Accountability:

Buildings and Grounds is directly responsible to the Session.

Responsibilities:

1. Supervises custodial staff in conjunction with the Personnel Committee.

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2. Ensures the maintenance of emergency facilities and equipment such as smoke and carbon monoxide detectors, fire extinguishers and first aid kits.
3. Purchase of sidewalk deicer.
4. Ensures the security of the building through maintenance of locks, exterior lighting, etc.
5. Maintenance of the grounds to reflect good stewardship.

CHRISTIAN EDUCATION

Membership:

1. The committee shall elect the chairperson of this committee annually. The chairperson's name shall be submitted to Session by December for the following year. Each chairperson must be an active member of the congregation.
2. The Christian education director and the committee chairs shall recruit committee members. Anyone who actively participates in the church life is encouraged to volunteer. They serve for one year with a limit of no more than six consecutive years. Individuals may attend, without vote, any meetings without being appointed a member of the committee.
3. These committees shall be composed of no less than five (5) members, not including staff and Session liaisons who are ex officio members of the committee. (Ex-officio members can vote, unless otherwise specified.)
4. Each ministry committee will include a liaison from the Session as a voting member.

Purpose:

To provide and oversee opportunities for Christian education for church participants of all ages. To encourage participation and commitment in the educational programs of the church.

Accountability:

The C.E. committee is directly responsible to the Session.

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Responsibilities:

1. Oversee church school, including curriculum, teachers, yearly calendar, and materials/supplies
2. Develop calendar of events
3. Oversee:
 - a. Adult education
 - b. Children's education
 - c. Vacation Bible School
4. Review requests for expenditures of the Education Ministries Fund and submit to the Session for final approval
5. Provide communication of activities through the newsletter, worship bulletin and announcements.
6. Oversee other events in cooperation with other congregational committees.
7. Meeting minutes shall be submitted to the Session five (5) calendar days prior to the Session's meeting.

FELLOWSHIP, MISSION AND EVANGELISM COMMITTEE

Purpose:

To oversee the social life of the church. This includes providing or assisting in all potlucks as needed. Ensuring that the Fellowship Hour is staffed by volunteers and carrying out other special activities.

Accountability:

This committee is directly responsible to the Session.

Responsibilities:

1. Planning, setting up and cleaning up after fellowship activities. Recruit assistance with food, physical arrangements and cleanup.

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2. Plan other non-potluck activities, including intergenerational activities with other committees.
3. Recruit volunteers for the Sunday Morning Fellowship Hour.
4. Maintain supplies for fellowship, including supplies for use during other functions.
5. Conduct programs of mission interpretation to the congregation such as the special offerings of the Presbyterian Church (USA), Church World Service, Crop Walk and materials for the Olivet Neighborhood Mission.
6. Use and encourage the use of The Mission Yearbook for Prayer and Study.
7. Evaluate the church's Vision and Mission statements annually. Display these statements.

OLIVET NEIGHBORHOOD MISSION COMMITTEE (ONM)

Purpose:

To establish policies and programs for the Olivet Neighborhood Mission.

Membership:

A Session Liaison will be appointed.

ONM Treasurer is recommended by the ONM committee.

Additional members may be appointed from the Olivet congregation, Presbytery of East Iowa, or from the community at large.

The ONM Executive Committee consists of these roles:

Chair of the ONM Committee

ONM Supervisor (Olivet Pastor)

ONM Director

Immediate Past ONM Committee Chair

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One Session member (other than the ONM chair)

Accountability:

This committee is directly responsible to the Session.

Responsibilities:

1. The Executive Committee in conjunction with the Personnel Committee shall employ, review and evaluate the ONM staff, recommend ONM staff salaries and act as general counsel and support for the ONM Director and staff.
2. Establish goals and objectives for ONM.
3. Establish policies and programs that are designed to meet goals and objectives.
4. Oversee operations of ONM;
 - a. Assist in assessing needs and in securing resources.
 - b. Approve programs and activities of ONM.
 - c. Ensure consistency of ONM's programs and Olivet Church's mission and vision statements.
 - d. Authorize expenditures for the operation of ONM. Provide financial record keeping and reporting.

PERSONNEL COMMITTEE

Purpose:

This committee deals with all matters relating to any and all employees of Olivet Presbyterian Church and of the Olivet Neighborhood Mission.

Accountability:

This committee is directly responsible to the Session.

Responsibilities:

1. Serve as the pastor/congregation relationship manager.
2. This committee relates to other committees concerning the supervision of employees: Worship Committee (organist, paid

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musical and other staff), Buildings and Grounds (custodial staff), and ONM (director and paid staff). Individual committees are responsible for recruiting and training unpaid staff.

3. Selecting and enforcing policies for the selection of, supervision of and reporting abuses committed by staff, including clergy.
4. Hold annual reviews of performance of paid staff. These reviews should not be at the same time as the compensatory review, and in a timely manner to enable goal setting and continuing education for the coming year.
5. Hold annual compensatory reviews which should be made available to Stewardship and Financial Committee as it prepares the proposed budget.
6. Hold officer training prior to the election of officers.

STEWARDSHIP AND FINANCIAL COMMITTEE

Membership:

1. The committee shall elect the chairperson of this committee annually. The name will be submitted to the Session by December for the following year. The chairperson must be an active member of the congregation.
2. Anyone who actively participates in the church life is encouraged to volunteer. Individuals serve for one year with a limit of no more than six consecutive years. Individuals may attend, without vote, any meetings without being appointed a member of the committee.
3. These committees shall be composed of no less than five (5) members, not including staff and Session liaisons who are ex officio members of the committee. (Ex-officio members can vote, unless otherwise specified.)
4. Each ministry committee will include a liaison from the Session as a voting member.

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Purpose:

The work of this committee is both spiritual and practical. It is spiritual in the sense that the committee has the responsibility of placing before the congregation the Christian basis for disciplined financial response to God. It is practical in the sense that the committee needs to challenge the congregation to respond clearly to articulated, specific financial goals that are designed to meet and advance the mission goals of the congregation and support the work of the more inclusive governing bodies.

Accountability:

As a committee of the Session, the committee is accountable to the Session.

Responsibilities:

1. Receive and report, when necessary
 - a. Regular offerings
 - b. Special offerings (such as: One Great Hour of Sharing, Christmas Joy Offering) with the Fellowship, Mission and Evangelism Committee.
2. Gather and maintain information on the time and talents of the congregation.
3. Plan ways to encourage church members to share their time and talents, as well as other resources, with our church.
4. Interpret the mission and ministry of the church in ways that challenge members to respond generously.
5. Provide communication of activities through the newsletter, bulletin and announcements.
6. Oversee other events in cooperation with other congregational committees.
7. Meeting minutes shall be submitted to the Session five (5) calendar days prior to the Session's meeting.

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8. Oversee the annual audit process.

WORSHIP COMMITTEE

Membership:

1. The committee shall elect the chairperson annually whose name will be submitted to Session. Each chairperson must be an active member of the congregation.
2. The committee chairs shall recruit committee members. Anyone who actively participates in the church life is encouraged to volunteer. Non-committee member individuals may attend any committee meetings but cannot vote.
3. These committee shall be composed of no less than five (5) members. The pastor shall serve as the Session liaison to this committee as an ex officio member of the committee.

Purpose:

The purpose of the worship committee is to oversee worship services, music in worship, and the administration of the Sacraments, following the guidance of the Book of Order and The Book of Common Worship.

The following worship objectives are to be met:

1. to oversee and approve all public worship in the life of the particular church with the exception of those responsibilities delegated to the pastor alone;
2. to suggest to the Session the occasions for the celebration of communion, including church 'festival' days (e.g. Pentecost, Easter, Palm Sunday, Christmas Eve as suggested in the Presbyterian Planning Calendar.

Accountability:

The worship committee is directly responsible and accountable to the Session. Policy changes and special service requests should be presented to and approved by the Session.

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Responsibilities:

1. Assist the pastor in scheduling pulpit supply when the pastor is on vacation. Provide for coverage when the pulpit is vacated.
2. Maintain and update written procedures for the following: head ushers, ushers, communion preparers, communion servers, lay readers, and worship leaders.
3. To ensure that there are adequate supplies necessary to worship such as candles and plastic communion cups. Materials are stored in the gray cabinet.
4. The Musical Instruments sub-committee is responsible for the care and maintenance of the organ and other musical instruments.
5. The committee is responsible for the addition of decorations and the removal of decorations from the sanctuary for the seasons and special events.
6. The committee is responsible for the care and maintenance as well as for the seasonally appropriate display of the banners and paraments.
7. Provide communication of activities through the newsletter, bulletin, church website, and announcements.
8. Oversee other events in cooperation with other congregational committees.
9. Meeting minutes shall be submitted to the Session five (5) calendar days prior to the Session's meeting.

Policies:

1. Services of Ordination, Installation, and Recognition of church officers shall be observed as outlined in the Book of Common Worship and in the Book of Order.
2. Communion will be served on the first Sunday of each month and on Maundy Thursday, Easter Sunday unless a change is requested by the worship committee and approved by the Session.

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3. Baptism may be scheduled at the discretion of the pastor with the Session's approval.

4. Guidelines for special services, i.e., weddings and funerals will be reviewed and revised by the committee as needed.

5. Responsibilities of Worship Leaders, Ushers, and Greeters will be reviewed and revised by the committee as needed. The committee will provide training as needed.