

PROVIDENCE PRESBYTERIAN CHURCH STANDARD OF PROCEDURE

(Revised and Adopted August, 2019)

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STANDARD OF PROCEDURE
OF
PROVIDENCE PRESBYTERIAN CHURCH

Article 1 - Name, Purpose and Members

- 1.1 The legal name of this organization is Providence Presbyterian Church, Matthews. North Carolina, Presbyterian Church (U.S.A.). This organization may do business as "Providence Presbyterian Church".
- 1.2 Providence Presbyterian Church is a congregation of the Presbyterian Church (USA) in the Presbytery of Charlotte and subject to the Constitution of the Presbyterian Church (USA) Part I, *Book of Confessions* and Part II, *Book of Order*.
- 1.3 The purpose of this organization is to further the Great Ends of the Church as expressed in the *Book of Order* of the Presbyterian Church (USA), F-1.0304.
- 1.4 Providence Presbyterian Church is a non-profit corporation, incorporated under the laws of North Carolina on December 20, 1985. In accordance with *Book of Order*, G-4.01:
 - 1.4.1 Members of the Session are corporate trustees.
 - 1.4.2 All active members of the congregation are members of the corporation.
- 1.5 The officers of the church shall be currently installed Elders and Deacons in accordance with *Book of Order*, G-2.0102, who shall be nominated by a Nominating Committee for Elders and Deacons and elected by the members of the congregation in accordance with *Book of Order*, G-2.0401.
 - 1.5.1 Elders and Deacons shall serve three year terms with a class of six Elders and a class of six Deacons elected annually. Additionally, one Youth Elder and one Youth Deacon shall be elected annually and shall serve one year terms.
- 1.6 Subject to the provisions of the *Book of Order*, the Session of Providence Presbyterian Church shall organize and conduct its affairs according to this Standard of Procedure which also constitutes the bylaws of the corporation.
- 1.7 Providence Presbyterian Church shall establish the office of Deacon as set forth in the *Book of Order* G-2.0201. Deacons shall be organized as a board as prescribed in *Book of Order* G-2.0202.

Article 2 – Nominating Committee for Elders and Deacons

- 2.1 The Nominating Committee for Elders and Deacons shall consist of the Assistant Clerk of Session, the Moderator of the Session (pastor) serving ex-officio and without vote, two installed Elders, and at least three members of the congregation, who shall be proposed by the Assistant Clerk and the two installed Elders and who shall be elected by the congregation. The Nominating Committee for Elders and Deacons shall be representative of the membership of the congregation in accordance with *Book of Order, G-2.0401*.

Article 3 - Session Officers

- 3.1 The Session Officers shall be a Moderator, Clerk and Assistant Clerk. The Session also shall elect certain individuals to conduct the business of the church including a Treasurer, Assistant Treasurer, and Chairs of such committees as may be established.

Article 4 - Duties of Session Officers

- 4.1 Moderator: The Moderator shall convene and preside at all meetings of the Session; shall call meetings when such meetings are deemed necessary or are requested under the conditions set forth in the *Book of Order*; shall appoint special committees as needed with the Session's approval; shall share with the Session any spiritual, administrative, personal, or other problems relating to the welfare of the church; and shall consult from time to time with the leaders of the permanent and special committees of the Session.
- 4.2 Clerk: The Clerk shall keep minutes of all Session and Congregational meetings and shall see that such minutes are approved and properly endorsed; shall make and keep records of all reports to Presbytery, Synod, and General Assembly; shall, in cooperation with the church secretary, see that a current membership roll, including an accurate list of baptized, baptized and communing, confirmed, and inactive members is maintained; shall be responsible for preserving necessary correspondence of the Session; shall oversee the maintenance and preservation of the Session's records, including reports presented to the Session; shall see that notification is given to all Session members of the date, time, and place of each Session meeting; shall facilitate notification to all committees, individuals, or groups of actions taken by the Session that affect such committees, individuals, or groups; and shall see that an accurate record of all baptisms, marriages, and deaths of church members is kept by the Administrative Staff.

- 4.3 Assistant Clerk: The Assistant Clerk shall assist the Clerk in the stated duties of the office of the Clerk. The Assistant Clerk shall oversee and verify that any duly approved amendments to this Standard of Procedure are incorporated into the master copy of this document kept in the church office and that such copy bears the date of amendment. The Assistant Clerk shall serve as parliamentarian for the Session and as chair of the Nominating Committee for Elders and Deacons.
- 4.4 Treasurer: The Treasurer shall be the chair of the Finance Committee and shall have the duties described in section 11.8.1 of this Standard of Procedure.
- 4.5 Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer in the stated duties of the office of Treasurer.

Article 5 - Nominating Committee for Session Officers and Committee Leaders

- 5.1 No later than the April stated meeting of each year a nominating committee for officers of the Session and Committee Leaders shall be appointed by the Moderator. This nominating committee shall consist of three installed Elders, one of whom shall be named chair. No later than the July stated meeting of each year, the nominating committee for officers of the Session and Committee Leaders shall place in nomination before the Session the name of an installed Elder for the office of Clerk, an installed Elder for the office of Assistant Clerk, names of leaders for each permanent committee of the Session, and the name of a Church Treasurer and Assistant Treasurer, having previously secured the nominees' approval. The Moderator shall be an advisory member of the Nominating Committee for Session Officers and Committee Leaders. Committee Leaders of each committee shall be proposed by the committee members of the respective committees and reported by the committee leader to the Nominating Committee for Session Officers and Committee Leaders. The Assistant Clerk, Assistant Treasurer and Assistant Leaders will usually be nominated to succeed the respective outgoing Clerk, Treasurer and Committee Leaders.

Article 6 - Election and Term of Session Officers and Committee Leaders

- 6.1 Election: No later than the June stated meeting, a Clerk, Assistant Clerk, Committee leaders, Treasurer and Assistant Treasurer shall be elected by the Session to assume office on July 1 of the then current year. The Nominating Committee for Session Officers and Committee Leaders shall report to the Session prior to the election and further nominations may be made from the floor.

- 6.2 Term: The Clerk, Assistant Clerk, Permanent Committee Leaders, Treasurer, and Assistant Treasurer shall be elected for a term of one year. Persons elected to the office of Clerk may succeed themselves, but shall not serve more than three consecutive terms. Persons elected to the office of Assistant Clerk may succeed themselves, but not serve for more than three consecutive terms. Persons elected to the office of Treasurer, Assistant Treasurer, or Committee Leader may succeed themselves for as many terms as the Session shall elect.

Article 7 - Vacancies and Absences

- 7.1 When the office of Clerk becomes vacant or when the Clerk is absent, the Assistant Clerk will serve as Acting Clerk until a new Clerk is elected or until the absent Clerk resumes the duties of the office.
- 7.2 When the office of Assistant Clerk becomes vacant, the Moderator shall appoint an installed Elder to serve as Acting Assistant clerk until a new Assistant Clerk is elected.
- 7.3 When the office of Treasurer becomes vacant or when the Treasurer is absent, the Assistant Treasurer will serve as Acting Treasurer until a new Treasurer is elected or until the absent Treasurer resumes the duties of the office.
- 7.4 When the office of Assistant Treasurer becomes vacant, the Session shall elect a qualified member to fill that position for the remainder of the term.

Article 8 - Meetings

- 8.1 Stated Meetings: The Session shall hold stated meetings on the third Sunday of each month at 12:30 p.m. at the church, unless by majority vote at a stated meeting, the date, time, or place of the meeting is changed.
- 8.2 Special Meetings: The Moderator may call special meetings when necessary in the Moderator's judgment or when requested or directed to do so as provided in the *Book of Order*. Reasonable notice of the date, time, and place of each special meeting shall be given. No business, except the reception or dismissal of members, shall be considered at a called meeting unless such business has been clearly described prior to the special meeting.
- 8.2.1 In the interest of urgency for issues requiring a vote, special "virtual" meetings may be called by the Moderator and conducted via phone, email or other means as may be then available to all session members if convening a meeting of physical presence be impractical

or impossible. Regular quorum rules apply and the Clerk shall note the session members who voted as evidence of the quorum. Such special virtual meetings shall be ratified by the Session at the next stated meeting and the special meeting and any business conducted at that meeting shall be entered into the stated meeting minutes.

8.2.2 Recognizing that communication technologies change over time, the Session may develop and institute policies for the implementation, control and use of such technologies to ensure fairness to all Session members and adherence to such parliamentary rules for such use as may be elected.

8.3 Joint Meetings: The Session shall meet jointly with the Board of Deacons at least once a year.

8.4 Opening and Closing: All meetings of the Session and Board of Deacons shall be opened and closed with prayer.

Article 9 - Quorum

9.1 The quorum for all meetings of the Session shall consist of one-half of the installed Elders and the Moderator (pastor), except the quorum for a meeting for the reception or dismissal of members shall consist of the Moderator and two or more members of the Session (ref: *Book of Order* G-3.0201c).

Article 10 - Committees

10.1 Permanent Committees: The permanent committees of the Session shall be the following: Cemetery, Child Care, Child Development, Christian Education, Community Outreach, Endowment Fund, Fellowship, Finance, Green Team/Creation Care, Growth and Vision, Historic Preservation, Long Range Planning, Membership, Music, Pastor Relations, Personnel, Property, Stewardship, and Worship.

10.2 Special Committees: Special committees of the Session shall be created for such duration and to perform such special tasks as the Session may direct.

10.3 Committee Members: Length of service for members of all permanent committees shall be at the discretion of that committee, with the exception of Stewardship, Christian Education, Finance, and Long Range Planning which shall be at least three-year terms. Active officers may serve as members of a permanent committee for up to three years. The leaders of each permanent committee shall have authority to appoint such sub-committees as may be needed to fulfill the responsibilities of

the permanent committee. The ordained pastoral staff shall be available to advise all committees.

- 10.4 Committee Quorum: The quorum for any permanent or special committee shall consist of one-half of the members, but in no event shall be less than two members.
- 10.5 Committee Meetings: Each permanent committee is encouraged to meet at least annually and shall meet when brought together by the Chair or any member at a time and place agreed upon by the members. Each meeting should be documented with minutes that are to be submitted to the church secretary for distribution to the Session. The minutes should be sent to the secretary by the first Monday of the month and made available to the Session. Committees may, when necessary, meet by phone or other electronic means to discuss and approve or disapprove issues that must be acted upon between meetings. Such actions shall be reported at the next meeting and be entered into the minutes of that meeting. Committees may conduct "virtual" meetings in the same manner as prescribed for the Session in Paragraphs 8.2.1 and 8.2.2.
- 10.6 Appointment and Service of Members: The members of each permanent committee shall be appointed by the committee leader with the approval of the Session. Terms of membership on permanent committees shall commence on June 1 and vacancies shall be filled as they occur for the duration of the unexpired term.
 - 10.6.1 Committee members may succeed themselves. However, in the interest of inclusion and diversity and to the extent practicable, at least one-third of the members should be newly appointed each year.
 - 10.6.2 No installed elder or deacon should serve simultaneously as the Session liaison or Board of Deacons liaison for two permanent committees.
 - 10.6.3 The Clerk of Session shall appoint an installed elder to be a member of and liaison with each permanent committee.
 - 10.6.4 The Moderator of the Board of Deacons shall appoint an installed deacon to be a member of and liaison with each permanent committee.

Article 11 - Permanent Committees

- 11.1 Cemetery Committee: The Cemetery Committee shall have no fewer than five members.
 - 11.1.1 The mission of the Cemetery Committee shall be to oversee and coordinate the use and upkeep of the cemetery, including the slave

cemetery, in order to preserve and protect its spiritual and historical dignity and purpose. To accomplish its mission the committee shall:

- .1 Maintain all cemetery records;
- .2 Review and approve or disapprove all burial or cremation remains entombment requests; all requests which do not comply with the Cemetery Policy shall be submitted to the Session for action;
- .3 Make all cemetery burial plot assignments and collect relevant fees for such plot assignments at the time of assignment;
- .4 Coordinate with the Property Committee for any repairs and/or maintenance related to the Cemetery;
- .5 Formulate cemetery policies and procedures to govern the use of the cemetery and submit them to the Session for approval;
- .6 At least once a year, review cemetery usage policies and procedures and submit any desired changes to the Session for approval; and
- .7 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.2 Child Care Committee: The Child Care Committee shall have no fewer than three members.

11.2.1 The mission of the Child Care Committee shall be to provide for and oversee care for infant children during Sunday School, regular and special worship services, and special events. To accomplish its mission the committee shall:

- .1 Recruit and schedule volunteers to provide child care;
- .2 Hire paid child care workers as necessary;
- .3 Provide adequate supplies, toys, snacks, etc. for child care;
- .4 In conjunction with the Property Committee (including its Facility Usage Subcommittee) and Long-Range Planning Committee, assure that adequate facilities are available and scheduled for child care use as necessary;
- .5 Coordinate with the Christian Education Committee and the Child Development Committee in the scheduling, use and maintenance of shared child care facilities;
- .6 Formulate and administer policies and procedures related to child care and submit them to the Session for approval and assist in the formulation of broader policies and procedures related to the care, health and safety of all children while on church property (ref:

Policy on Youth and Child Care Worker Selection and Supervision);
and

- .7 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.3 Child Development Committee: The Child Development Committee shall have no fewer than six members. The Preschool Director shall be an advisory member.

11.3.1 The mission of the Child Development Committee shall be to oversee the operation of the Weekday Preschool as described in the "Providence Presbyterian Church and Providence Presbyterian Preschool Covenant" (see *Providence Presbyterian Church Policy Guide*). To accomplish its mission the committee shall:

- .1 Establish and implement all Weekday Preschool programs at the church;
- .2 Hire and supervise all employees of the Weekday Preschool;
- .3 Determine and communicate the schedule, fees and admission procedures of the Weekday Preschool;
- .4 Coordinate the use and development of shared facilities, resources, and equipment with the Christian Education Committee and Child Care Committee;
- .5 Formulate and administer all policies and procedures related to the Weekday Preschool and submit them to the Session for approval and assist in the formulation of broader policies and procedures related to the care, health and safety of all children while on church property (ref: Policy on Youth and Child Care Worker Selection and Supervision);
- .6 Evaluate the need for additional child development programs at the church and develop proposals to meet those needs; and
- .7 Develop monitor and administer the Weekday Preschool budget as a self-supporting entity, separate and apart from the general budget of Providence Presbyterian Church.

11.4 Christian Education Committee: The Christian Education Committee shall have no fewer than six members.

11.4.1 The purpose of the PPC Christian Education Committee is to nurture the individual and collective spiritual growth of all who are part of this community. We do that by facilitating age-appropriate, relevant activities and programs which reflect the love and good news of Jesus Christ. By providing trained leaders, curriculum and other resources, we believe we will see its impact in multiple ways across our Church family. (adopted 11/18/2018)

- .1 Develop and oversee the Christian Education program of the Church by:
 - a . Assisting the pastors in supplying curriculum materials suitable to the varied interests and needs of the congregation;
 - b . Recruiting and supporting teachers;
 - c . Providing for adequate supplies, equipment and facilities for the Sunday School classes.
- .2 Guide children toward their initial participation in Communion;
- .3 Support periodic studies of the Bible and theological issues;
- .4 Support periodic studies of social and ethical issues, family and parent issues, concerns of the aging, and other contemporary topics;
- .5 Support regular and special activities, projects, and programs for children from birth through high school;
- .6 Support youth confirmation classes in coordination with the pastoral staff;
- .7 Oversee and administer the Church library including recruiting librarian(s) as needed;
- .8 Promote opportunities for members to attend denominational retreats, camps, conferences, workshops, and seminars;
- .9 Administer student loan and scholarship funds of the Church;
- .10 Prepare and submit an annual budget request for the committee's operation to the Finance Committee; and
- .11 Support endeavors of members of the congregation who want to initiate and organize small groups to respond to particular interests or needs.

11.5 Community Outreach Committee: The Community Outreach committee shall have no fewer than six members. Members will serve as coordinators for specific ministry activities. Each member will be responsible for recruiting members of the congregation to serve in support roles for each of the ministry activities.

11.5.1 The mission of the Community Outreach Committee shall be to initiate, coordinate, support and monitor the church's ministries to the greater community. To accomplish its mission the committee shall:

- .1 Keep the vision of service, especially to the "least of these," before the congregation by publicizing and promoting new and ongoing outreach and service activities;
- .2 Conduct a planning meeting near the beginning of each calendar year to establish the actual ministry activities and their dates for the coming year;
- .3 Encourage and evaluate new avenues of service based on the interests and passions of the congregation and recommend same to the Session for approval as appropriate;
- .4 Offer opportunities for the congregation to be engaged in hands-on community service and solicit participation from church members;
- .5 Publicize congregational events and service activities to the community;
- .6 Welcome and encourage participation by non-members in the church's events, service activities, ministries and worship;
- .7 Beyond the planning meeting, the committee may conduct its business within the specific ministry activities using either scheduled meetings, email, or other communication avenues; and
- .8 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.6 Endowment Fund Committee: The Endowment Fund Committee shall have no fewer than six members, including at least one installed Elder, one installed Deacon, a member of the Finance Committee at the time of appointment, a member of the Stewardship committee at the time of appointment, the Senior Pastor, and a member from the congregation at large. The church Treasurer shall serve as an advisory member of the Committee.

11.6.1 The mission of the Endowment Fund Committee shall be to promote the giving to and to administer the investments of and disbursements from the Providence Presbyterian Church Endowment Fund. To accomplish its mission the Endowment Fund Committee shall:

- .1 Undertake educational activities related to its purposes – including providing guidance on personal stewardship, holding classes and seminars on financial planning, providing wills emphasis, and providing encouragement of bequests through notices and reminders of planned giving in church publications and mailings;

- .2 Assume responsibility for the receipt, safekeeping, investment management, transfer and disbursement of all property designated to the Endowment Fund;
- .3 Present to the Session for its approval, not later than the first of September of each year, a proposal for the use of these funds for the coming year. Proposals for special projects may be made at other times, as circumstances warrant, and all proposed programs are subject to the approval of the Session and shall be administered by it or its designee;
- .4 Maintain records of all transactions and financial reports and make them available for review by the Session and for the annual audit or review;
- .5 Maintain a Book of Gifts containing all relevant data and history of gifts received, provided, however, that if any donor wishes to remain anonymous the records shall be maintained on a basis that will fully honor this request;
- .6 Counsel members and friends of the Church seeking advice on making gifts to the Endowment Fund. This may include referral to qualified legal or financial advisors;
- .7 Provide quarterly fiscal reports to the Session and an independent annual financial review and report to the congregation by the 1st of March for the preceding calendar year; and
- .8 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.6.2 The members of the Committee shall be selected by the Session, Diaconate, Finance Committee and Stewardship Committee respectively; the Session shall elect the member at large from the congregation. These members shall serve a three year term. Care shall be given to provide continuity to the membership of this Committee. A member shall not serve more than three consecutive three-year terms; terms of office will expire as of December 31. The Session, Diaconate, Finance Committee or Stewardship committee, as appropriate, shall elect a member to fill a vacancy caused by the resignation or incapacity to serve of any member. From the members a chairman shall be elected, and a secretary and treasurer appointed. This body shall fully comply with the Policy of the Providence Presbyterian Church Endowment Fund.

11.7 Fellowship Committee: The Fellowship Committee shall have no fewer than twelve members.

11.7.1 The mission of the Fellowship Committee shall be to provide and coordinate a variety of opportunities for members of the congregation to interact informally. To accomplish its mission the committee shall:

- .1 Arrange retreats and inter-generational fellowship events and coordinate special fellowship events;
- .2 Coordinate church wide receptions. The Fellowship Committee will also be responsible for obtaining and presenting any gifts that may be appropriate for these occasions;
- .3 Cooperate with smaller groups within the congregation such as Sunday School classes, circles, or other committees to provide special fellowship opportunities as such groups may request from time to time;
- .4 Cooperate with the Christian Education Committee, the Community Outreach Committee and the Board of Deacons to establish programs to help members of the congregation be more conscious of and comfortable about sharing their faith;
- .5 Publicize fellowship opportunities to the congregation; and
- .6 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.8 Finance Committee: The Finance Committee shall have no fewer than seven members including the Treasurer and Assistant Treasurer.

11.8.1 The mission of the Finance Committee shall be to oversee the budgeting, collection, safekeeping, disbursement and reporting of all funds of the church with the exception of the Endowment Fund. To accomplish its mission the committee shall:

- .1 Account for and disburse, with proper authority, all funds contributed to the church as set forth in the annual budget, or as gifts;
- .2 Keep accurate records of all financial pledges and contributions from members of the congregation;
- .3 Prepare the church's annual budget and submit the annual budget to the Session for action;
- .4 Monitor cash levels and variances in income and expenses vs. budget and prior year, and recommend actions in response to projected cash levels and variance trends;
- .5 Prepare and submit monthly and annual financial statements to the Session to reflect the church's income and expenses;

- .6 Establish a system of internal control over the church's financial records, policies and procedures;
- .7 Provide for an annual independent audit or review of the books and financial records of the church;
- .8 Provide for and regularly review the total insurance program of the church;
- .9 Invest excess cash balances consistent with an objective of preservation of principal;
- .10 Develop and, with the Session's approval, implement policies for handling memorials and special gifts;
- .11 Supervise the Financial Secretary of the church in cooperation with the church Treasurer; and
- .12 Report to the congregation at the annual meeting the financial condition of the church and present the approved budget for the coming year.
- .13 Update the congregation at least quarterly about the financial condition of the church, including contributions received, expenses paid, and significant variations from the approved budget.

11.8.2 The committee shall meet as required, but at least six times per year, and may, when necessary, confer by phone or other electronic means to address issues that must be acted upon between meetings. Such actions shall be reported at the next meeting and be entered into the minutes of that meeting.

11.9 Green Team/Creation Care Committee: The Green Team/Creation Care Committee's mission is to find ways for PPC to mindfully care for God's creation and implement those actions. The Green Team cooperates with others in all areas of church life – worship, education, facilities, and outreach – to promote stewardship of the Earth. This committee's effort has earned Providence the PCUSA Earth Care Certification.

11.10 Growth and Vision Committee: The mission of the Growth and Vision committee is to help the church define and create ways for our individual members, congregation, and community to grow in Christian discipleship. Areas of focus include increasing public visibility, welcoming visitors, engaging all members, and nurturing deeper discipleship.

11.11 Historic Preservation Committee: The Historic Preservation Committee shall have no fewer than seven members. The Clerk of Session shall be a member *ex officio*.

- 11.11.1 The mission of the Historic Preservation Committee is to identify and preserve all records, documents and artifacts of historic or permanent value. To accomplish its mission the committee shall:
- .1 Collect, arrange, and preserve those documents and records of the Church having permanent value;
 - .2 Collect, preserve and display artifacts connected to the history of the Church;
 - .3 Preserve and maintain digitized copies of such records, documents and artifacts and make such copies readily available to church members.
 - .4 On behalf of the Session, verify that all required church documents be properly kept and maintained and added to the digitized records as appropriate.
 - .5 Advise the Session on matters concerning the history of the church;
 - .6 Research and submit to Session for approval any potential grants for historical property upkeep; and
 - .7 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.12 Long Range Planning Committee: The Long-Range Planning Committee shall have no fewer than six members.

- 11.12.1 The mission of the Long Range Planning Committee shall be to lead the Session in developing plans and defining goals for the use of church property to meet the future needs and ministries of the church; present recommendations for achieving those goals to the Session and congregation; and assist the Session in monitoring progress toward meeting such defined goals.

11.13 Membership Committee: The Membership Committee shall have no fewer than six regular members.

- 11.13.1 The mission of the Membership Committee shall be to maintain records of membership and to foster the assimilation and participation of church members in the activities of the church. To accomplish its mission the committee shall:

- .1 Maintain the church roles of membership and report membership data to the Session quarterly;
- .2 Provide follow-up communication with visitors and prospective members to invite them to participate in church activities;

- .3 Schedule and conduct periodic classes for new and prospective members to:
 - a . educate them about Presbyterianism and Providence Presbyterian Church;
 - b . invite prospective members to become members; and
 - c . survey their personal interests and talents and provide guidance and opportunities for using those interests and talents in the work of the church;
- .4 Provide opportunities for prospective and new members to become acquainted with others in the congregation;
- .5 Give special attention to the needs of new and prospective members;
- .6 Coordinating with other committees to encourage and facilitate the care, nurture, and continuing participation in the life of the church for all members;
- .7 Produce a church pictorial directory bi-annually and prepare updates as needed;
- .8 Identify members who have become or becoming "inactive" and reporting them to the Session for followup; and
- .9 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.14 Music Committee: The Music Committee shall have no fewer than four members. The committee members shall include at least one representative from each church choir and at least two members from the congregation at large. Additionally, the church music director and the church organist shall be advisory members.

- 11.14.1 The mission of the Music Committee is to ensure music remains a vital element of prayerful congregational worship. To accomplish its mission the Music Committee shall:
 - .1 Ensure the ministers (or their delegates) typically select hymns that complement the sermon and liturgy readings and ensure that the minister and music director discuss and coordinate music selections, including selections for special services (i.e. Fifth Sundays), in a manner that allows for ample rehearsal and preparation;
 - .2 Coordinate with and provide input to the Personnel Committee in the preparation of position descriptions for musical staff employees and in the recruitment and hiring of music staff employees;

- .3 Support, encourage, and guide music staff employees in performing their responsibilities and provide input to the Personnel Committee for their annual staff employee reviews;
- .4 Develop and encourage participation in the overall music program of the church, such as providing for adult, hand bell, children's, and youth choirs and for participation by individuals in music presentations at the church;
- .5 Encourage and invite church members to join and participate in the adult choir and other music programs of the church;
- .6 Recommend and coordinate such special musical offerings by individuals and groups, including by those who are not church members, as will enrich the life of the church;
- .7 Provide for and maintain the musical instruments, sheet music collection, choir robes and other music related property of the church; and
- .8 Prepare and submit an annual budget request to the Finance Committee for the committee's operation.

11.15 Pastoral Relations Committee(s): There shall be a Pastoral Relations Committee (PRC) for each ordained member of the staff. Each committee shall have three members.

11.15.1 Members of the PRCs shall be determined as follows:

- .1 The Clerk of Session shall chair the PRC for the Senior Pastor and shall appoint an installed elder to chair other PRCs;
- .2 The Session shall elect an installed elder to each PRC;
- .3 Each pastor (or other ordained person) shall appoint one member from the active membership of the congregation. For the first year after a pastor's arrival, the pastor's appointed member should be from the Pastor Nominating Committee responsible for his/her call;
- .4 Both sexes should be represented on each PRC; and
- .5 The chairs (Clerk and clerk-appointed) shall serve one-year terms; the Session-elected members shall serve two-year terms; the pastor-appointed members shall serve one-year terms but may be re-appointed by the pastor if desired and appropriate.

11.15.2 The mission of a PRC is to provide support and guidance to the pastor and to be a liaison between the pastor and the congregation to evaluate the relationship between the pastor and people and the on-going ministries of the church. To accomplish its mission the PRC shall:

- .1 Inform the congregation of the names of the members of each PRC;
 - .2 Meet with the pastor or other ordained minister on a regular basis at the initiation of either party;
 - .3 Listen to the pastor's concerns and issues and advise as appropriate;
 - .4 Share with the pastor any concerns and issues from the congregation and advise as appropriate;
 - .5 Serve as an instrument of reconciliation when conflict or criticism occurs between the pastor and the congregation;
 - .6 Review the pastor's compensation in comparison to other pastors in similar situations and, with input from the pastor, prepare a yearly recommendation to the congregation for any changes of call related to compensation;
- 11.15.3 The PRC shall meet at least yearly to review performance and compensation but may meet as often as necessary or desired.
- 11.15.4 The PRC may meet with members of the congregation without the pastor present to obtain or disseminate information relevant to any issue at hand.
- 11.15.5 No minutes shall be kept of any PRC meeting and the Session should only be informed that a meeting has taken place.
- 11.16 Personnel Committee: The Personnel Committee shall have no fewer than five members.
- 11.16.1 The mission of the Personnel Committee is to recruit, hire and administer the non-ordained staff. To accomplish its mission, the committee shall:
- .1 Preparing job descriptions for all personnel positions;
 - .2 Prepare and maintain policies regarding the non-ordained employees of the church (except the Child Development staff);
 - .3 Recruit and hire staff employees as approved by the Session and coordinate with and obtain input from the Music Committee with respect to position descriptions, recruitment, and hiring of music staff employees;
 - .4 Support and encourage the church staff in the performance of their duties;
 - .5 Conduct at least one performance evaluation annually for each employee and coordinate with and obtain input from the Music

Committee with respect to annual performance evaluations of music staff employees;

- .6 Maintain accurate employment records for each employee; and
- .7 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.17 Property Committee: The Property Committee shall have no fewer than twelve members.

11.17.1 The mission of the Property Committee is to oversee, maintain, and preserve the physical condition and historic designation of all property, including grounds, buildings and equipment, belonging to the church. To accomplish its mission the committee shall:

- .1 Regularly inspect all property to assess its physical condition and suitability for use for church approved activities;
- .2 Perform or cause to be performed any maintenance or repair on the property to assure its suitability of purpose and safety;
- .3 Hire and supervise any temporary maintenance staff or contractors as needed to maintain or repair church property;
- .4 Report to and obtain approval by the Session for any non-budgeted maintenance or repair in excess of \$5,000;
- .5 Prepare and submit to the Finance Committee a proposed annual budget for maintenance and repair and for the general operation of the committee.

11.17.2 Facilities Usage Subcommittee: The Property Committee shall have a Facilities Usage Subcommittee, which shall have no fewer than five members. The pastoral staff will provide resource help, ideas and input as needed. The church secretary will provide assistance in scheduling and coordinating activities involving use of church property.

- .1 The mission of the Facilities Usage Subcommittee is to oversee and plan for activities and ministries on the grounds and in the facilities of the church campus. To accomplish its mission the subcommittee shall:
 - a . Generate and gather ideas for possible activities and pass them on to the appropriate committees for consideration;
 - b . Receive requests for usage of the facilities and approve or disapprove such requests according to usage policies approved by the Session;

- c . Communicate and coordinate usage decisions with the church secretary in order to keep the facilities usage calendar current;
- d . Notify or cause to be notified all persons requesting use of facilities the approval or disapproval of their requests;
- e . Formulate policies and procedures for the use of church grounds and facilities and submit them to the Session for approval;
- f . At least once a year, review facilities usage policies and procedures and submit any desired changes to the Session for approval; and
- g . Communicate and coordinate with the Property Committee and the Long-Range Planning Committee any current and future needs for maintenance and repair or alteration of current facilities to better meet the needs of the church.

11.18 Stewardship Committee: The Stewardship Committee shall have no fewer than six members.

11.18.1 The mission of the Stewardship Committee is to foster the giving of time, talents and resources by the congregation. To accomplish its mission, the Stewardship Committee shall:

- .1 Develop and promote programs year-round to deepen the commitment of time, talents and resources by the congregation;
- .2 Develop, coordinate and promote an annual stewardship campaign to aid the Finance Committee and Session in developing an annual operating budget;
- .3 Recommend to the Session special opportunities for benevolent giving and inform the congregation of such approved opportunities;
- .4 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

11.19 Worship Committee: The Worship Committee shall have no fewer than six members.

11.19.1 The mission of the Worship Committee is to plan, implement and administer the overall worship activities of the church. To accomplish its mission, the Worship Committee shall:

- .1 Provide for and foster worship opportunities for the congregation and oversee their implementation including regular Sunday

- services, holiday services and special services appealing to a diverse range of members and the community at large;
- .2 Provide or arrange for appropriate aids to worship such as bulletins, hymnals, pew Bibles, seasonal symbols and flowers;
 - .3 Recommend to the Session dates for regular and special communion services;
 - .4 Arrange for the preparation of the communion elements;
 - .5 Assist the pastoral staff in making the sacrament of communion available to members who are unable to attend services;
 - .6 Develop and implement the wedding and funeral policies of the church; and
 - .7 Prepare and submit an annual budget request for the committee's operation to the Finance Committee.

Article 12 - Miscellaneous

- 12.1 All recommendations and policies of the permanent committees not specifically set forth in this Standard of Procedure must be presented to the Session for its consideration. The Session, which has the ultimate responsibility for the programs of the Church, may approve, amend or disapprove such recommendations and policies or may return them to committee for further refinement or study.
- 12.2 All questions of procedure not covered herein or by the *Book of Order* shall be covered by *Robert's Rules of Order Newly Revised* (current edition).
- 12.3 From time to time, members serving on the Session, Diaconate, Sessional Permanent Committees, Diaconate Committees or any other committees or task forces ("Committee") of Providence Presbyterian Church may have a direct or indirect interest in a decision to be made by such Committee. In such an event, the member should advise the Committee of the conflict of interest situation and abstain from any vote regarding the matter. The Committee may act to employ, approve, or otherwise contract with persons or firms affiliated with Committee members. However, only votes of disinterested Committee members (those who have no direct or indirect interest in the matter) may be counted in reaching a decision.
- 12.4 All policies not enumerated or specified herein shall be adopted by majority vote of the Session at any duly constituted meeting. All adopted policies shall be aggregated and published as a supplement to the

Standard of Procedure. All policies should be reviewed at least annually and revised as appropriate and necessary.

Article 13 - Amendments

- 13.1 This Standard of Procedure may be amended by a majority vote of the Session at two successive stated meetings.