

**Brevard-Davidson River Presbyterian Church**  
**Officer's Manual**  
**2008-2009**



***Mission Statement***

Seek inspiration from the Holy Spirit  
Apply the teachings of Jesus Christ  
Reflect the love of God  
Serve God and minister to all.

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## STAFF AND OFFICERS

### CHURCH STAFF

Keith Thompson .....	Pastor
Bob Singdahlsen .....	Parish Associate
Charlie Steele .....	Minister of Music
Beth McLeod .....	Preschool Director
Kristen Clanton .....	Director of Youth and Children's Ministries
Nita Padgett .....	Business Administrator
Denise Byrd .....	Executive Assistant
Steve Sales .....	Facilities Manager

### CHURCH OFFICERS THE CHURCH OFFICERS

#### ELDERS

#### Class of 2009

Jim Ansley  
Dan Bennett  
Don Gentle  
Sue Rossman  
Tom Taylor  
Alternate, Steve Hogenboom

#### Class of 2010

Larry Goodwin  
Phillip Jerome  
Don Stinchcomb  
Carolyn Turner  
Sara Winston  
Alternate, Scott Kelley

#### Class of 2011

Ginny Bradford  
John Hachbold  
Freddie Hart  
Tammy Nye  
Lew Sayre  
Alternate, Paula Jackson

#### COMMISSIONED DEACONS *(Will change in Feb. 09)*

Howard Barnes	Martha Hogenboom
Ruth Behrens	Paula Jackson
Edna Bell	Sue Macoy
Gail Blunt	Marilyn Massey
Lois Bollini	Sandy Matheny
Ev & Sue Carter	Donna Means
Beverly Cowan	Jeannine Millar
Fred & Nancy Davidson	Donna Parker
Julie Duval	Hap & Doris Reeves
Bill & Marie Engelson	Jeannie Smith
Cathy Gary	Ellen Stinchcomb
Corinne Hachbold	Charlie & Wilda Strigo
Jim & Sue Heglar	Anne Taylor
Carla Hill	Catherine Turbyfill
Ann Hinze	George & Carolyn Turner
	Judith West

**BYLAWS**  
**OF**  
**BREVARD-DAVIDSON RIVER PRESBYTERIAN CHURCH**  
**BREVARD, NORTH CAROLINA**

**ARTICLE I.**  
Objectives and Purpose

Section 1. Purpose. The purpose for which the Corporation is formed is to further "*the Great Ends of the Church*" as set out in the Book of Order (G-1.0200), Presbyterian Church (USA) and in the Articles of Incorporation.

Section 2. Authority. In carrying out such purpose, the Trustees and the Corporation shall be under the authority of the Session and the congregation of the Brevard-Davidson River Presbyterian Church (hereafter referred to as "*the Church*") and shall in all respects conform to the Constitution of the Presbyterian Church (USA) (G-7.0402.)

Section 3. Limitation of Powers and Duties. The powers and duties of the Corporation and its Trustees shall not infringe upon the powers and duties of the Session or of the Board of Deacons of the Church.

**ARTICLE II.**  
Members

Section 1. Eligibility for Membership. All members on the active roll of the Brevard-Davidson River Presbyterian Church shall constitute the congregation of the Church. All members of the congregation shall be members of the Corporation.

Section 2. Active Members. The roll of active members established and maintained by the Session as prescribed by the Book of Order of the Constitution of the Presbyterian Church (USA) (G-10.0302) shall determine those individuals who are active members from time to time.

**ARTICLE III.**  
Trustees

Section 1. Qualification: Number of Trustees. Trustees shall be those persons elected, installed and serving as active Elders of the church. The number of Trustees of the church shall be at all times the same as the number of members of the Session in active service.

Section 2. Election. The initial Board of Trustees shall be those persons named in the Articles of Incorporation. Thereafter, the membership of the Board of Trustees shall be identical to the membership of the Session in active service. Election by the congregation and installation as an Elder of the church shall constitute a person as a Trustee of the Corporation, and termination for any cause of the active service of a person as an Elder of the Church shall automatically terminate such person as a Trustee of the Corporation.

Section 3. Property Held Pursuant to Trust. Any properties held for the benefit of either the Presbyterian Church (USA) or the Brevard-Davidson River Presbyterian Church, or for both, pursuant to an instrument or to other directions creating a trust, express or implied, shall be held and administered according to the intent of the creator of the trust, and the Trustees of the Corporation shall have power to act as the trustees of such trust and be charged with all duties of trustees to implement and carry out the trust purposes.

**ARTICLE IV.**  
Meetings of the Board of Trustees

Section 1. Annual Meeting. The annual meeting of the Board of Trustees shall be held in conjunction with or immediately following the first meeting of the Session of the Church held after the annual meeting of the congregation of the Church. Special meetings may be held at any time upon the call of the Session, the President or Vice President, or of not less than one-third of the Trustees then in office.

Section 2. Notices. Notice of the time and place, and in case of a special meeting, the purpose of every meeting of the Board of Trustees shall be in writing and shall be duly sent, mailed or otherwise delivered to each Trustee not less than ten (10) days before the meeting; provided, that no notice of any regularly scheduled or adjourned meeting need be given. Meetings may be held at any time without notice if all of the Trustees are present or if those not present waive notice of the time, place and purpose of the meeting, either before or after the holding thereof.

Section 3. Quorum. A majority of the Trustees shall constitute a quorum for the transaction of business, and the action of a majority of the Trustees present at any meeting at which a quorum is present shall be the action of the Board of Trustees; provided, that if all of the Trustees shall severally and/or collectively consent in writing to any action to be taken by the Corporation, such action shall be valid as corporate action as though it had been authorized at a meeting of the Trustees. If at any meeting of the Board of Trustees there shall be less than a quorum present, a majority of those present may adjourn the meeting from time to time until a quorum shall have been obtained.

Section 4. Special Meetings. Special meetings of the Board of Trustees may be held simultaneously with meetings of the congregation or immediately thereafter.

Section 5. Power and Authority. The Board of Trustees shall have power and authority to carry out the affairs of the Corporation and in so doing may elect or appoint all necessary officers or Ministry Teams; may employ all such employees as shall be requisite for the conduct of the affairs of the Corporation; may fix the compensation of such persons; may prescribe the duties of such persons; may dismiss any appointive officer or agent without previous notice. The Board of Trustees may, in the absence of an officer, delegate his powers and duties to any other officer or a director for the time being.

Section 6. Executive Committee. The Board of Trustees, by resolution passed by a majority of the whole Board, may designate two or more of their number to constitute an Executive Committee who, to the extent provided in said resolution, shall have and exercise the authority of the Board of Trustees in the management of the business of the corporation between the meetings of the Board; and the Board of Trustees may appoint such other Committees, including therein persons who are not members of the Board of Trustees, as in the judgement of the Trustees will be helpful in carrying on the work of the Corporation.

**ARTICLE V.**  
Meeting of Members

Section 1. Annual Meeting. There shall be an annual meeting of the members of the Corporation (G.S. 55A-36).

Section 2. Place and Time. Such meeting shall be held at the same place and time as the annual meeting of the congregation or immediately thereafter (Book of Order G-7.0300).

Section 3. Notices. Notice of all meetings of members of the Corporation shall conform in all respects to the notice requirements of meetings of the congregation as specified in the Book of Order of the Constitution of the Presbyterian Church (USA).

Section 4. Procedural Requirements. The meetings of the members shall be conducted to conform to the procedural requirements of meetings of the congregation as specified in the Book of Order of the constitution of the Presbyterian Church (USA).

## ARTICLE VI.

### Officers

Section 1. Officers. The Board of Trustees, as soon as practicable after the installation of Trustees in each year, shall elect from their number a President of the Corporation, and shall also elect a Secretary and a Treasurer and may from time to time select one or more Vice Presidents, Assistant Secretaries and Assistant Treasurers. The same person may hold any two offices except those of President and Secretary. The board may also appoint such other officers and agents as may be deemed necessary for the transaction of the affairs of the Corporation.

Section 2. Members of Board of Trustees. No officer, other than the President and Secretary, need be a member of the Board of Trustees.

Section 3. Term. The term of office for all officers shall be one (1) year or until their respective successors are chosen but any officer may be removed from office at any meeting of the Board of Trustees by the affirmative vote of a majority of the Trustees then in office, whenever in their judgement the interests of the Corporation will be served thereby. The Board of Trustees shall have full power to fill any vacancies in any offices occurring for any reason whatsoever.

Section 4. Powers and Duties. The officers of the Corporation shall respectively have such powers and perform such duties in the management of the property and affairs of the Corporation, subject to the control of the Trustees, as generally pertain to their respective offices, as well as such additional powers and duties as may from time to time be conferred by the Board of Trustees. No action taken by the officers shall infringe upon the authority of the Session or Board of Deacons of the church, and shall be in conformity with the Constitution of the Presbyterian Church (USA).

Section 5. Checks, Notes, Drafts, Etc. The Board of Trustees may, from time to time, prescribe the manner of making signature or endorsement of bills of exchange, notes, drafts, checks, acceptances, obligations and other negotiable papers or other instruments for the payment of money and designate the officer or officers, agent or agents, who shall from time to time be authorized to make, sign or endorse the same on behalf of the Corporation.

## ARTICLE VII.

### Fiscal Year; Seal

Section 1. Fiscal Year. The fiscal year of the Corporation shall be the calendar year.

Section 2. Seal. The Board of Trustees shall provide a suitable corporate seal for use by the Corporation if deemed appropriate.

revised 08-18-99

## Ministry Assignments

### **Administration Division**

Phillip Jerome, Lead Elder;  
Jim Ansley, Lew Sayre

### **Special Funds Management Committee**

John Rowe, Chair

### **Personnel Ministry Team**

Glenn Cutler, Chair

### **Property Ministry Team**

Jim Ansley, Lead Elder

Wes Branning, Chair

### **COM**

Sue Rossman, Lead Elder

### **Finance Division**

Tom Taylor, Lead Elder;

John Hachbold

### **Finance Ministry Team**

Rick Mills, Chair

### **Stewardship Ministry Team**

outside agency in '09

### **Care Giving Division**

Carolyn Turner, Lead Elder;

Freddie Hart, Sue Rossman

### **Congregational Care Ministry Team**

Mary Beth Cox, Chair

### **Commissioned Deacons Ministry**

Marilyn Massey, Chair

### **Hands of Faith Committee**

Janet Shepherd, Chair

### **Church Family Division**

Don Gentle, Lead Elder;

Tammy Nye

### **Membership Ministry Team**

Edna Bell, Chair

### **Church Family Fellowship Ministry Team**

Jinks Ramsey, Chair

### **Communications Division**

Ginny Bradford, Lead Elder;

Don Stinchcomb

### **Mission Division**

Ginny Bradford, Lead Elder;

Don Stinchcomb

### **Local Outreach Ministry Team**

Luck Shepherd, Chair

### **Worldwide Ministries Team**

, Chair

### **Disaster Relief Ministry Team -**

### **Peace and Justice Ministry Team**

Judith West, Chair

### **Spiritual Life Division**

Larry Goodwin, Lead Elder;

Tom Taylor, Tammy Nye

### **Worship Ministry Team**

, Chair

### **Ushers and Greeters**

Cathy Gary, Chair

### **Christian Education Ministry Team**

Martha Taylor, Chair

### **Spirituality**

Tom Taylor, Chair

### **Presbyterian Preschool Division**

Sarah Winston, Lead Elder;

Freddie Hart

### **Standing Committee of the Session**

#### **Nominating Committee**

Steve Letterman, member-at-large

Glenn Winston, member-at-large

## **Ministry Descriptions**

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### **ADMINISTRATION DIVISION**

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#### ***Administration***

The Administration Ministry Team is responsible for the plans necessary to advance the goals revealed by the Holy Spirit.

Its structure involves Lead Elders of the Property, Personnel Ministry Teams, Special Funds Management Committee and the Committee on Ministry.

The Administration Ministry Team is involved in the training of church leaders and staff in order to fully utilize the gifts God has endowed each individual. It is also involved in the physical security of the staff, buildings, and assets. It will address church policies and review compliance to them.

#### **Personnel Ministry Team**

##### **Mission Statement:**

To support the church staff in their work of assisting the congregation in carrying out the mission of the church in a confidential manner.

##### **Responsibilities:**

- Implement and maintain plan for background screening for prospective employees.
- Legal requirements: Ensure that W-4, NC-4 and I-9 forms are completed by each employee. Verify documents listed for correctness.
- Ensure the church is in compliance with IRS and Wage and Hour laws for all employees.
- Comply with applicable governmental laws and regulations.
- Make Session aware of potential risks and legal implications.
- Each July review and update, as necessary, the Employee Handbook.

##### **Staffing Responsibilities:**

**NOTE:** All hiring and firing of employees must have prior approval of the Session.

- All staff of the church shall fall under the direct supervision of the Personnel Ministry Team.
- The Personnel Ministry Team is directly responsible for hiring and firing of the Business Administrator, the Executive Assistant, and the Facilities Manager.
- The Worship Ministry Team is directly responsible for the hiring and firing of the Music Director.
- The Weekday Children's Ministry Team is directly responsible for the hiring and firing of the Preschool Staff.
- Ensure other staffing needs of the church are handled by the appropriate Ministry Team. However, the Personnel MT maintains oversight responsibility for the recruiting, hiring and firing processes used and must give prior approval along with the Finance MT for the wages, salaries and benefits to be offered.
- The Session is directly responsible for the calling of Pastors.
- Ensure all Policies and Procedures, as described in the B-DRPC Employee Handbook, relating to employment are carried out.

- Annually review and recommend a compensation and benefits package for all employees.

**Personnel Relations:**

- Ensure that contracts, policy manuals, and job descriptions are in place as required and that they are updated annually by their respective Ministry Teams or by the Personnel MT in the case of church staff.
- Ensure that the respective supervisors give Performance Evaluations for all employees. Review the Performance Evaluations to aid in making compensation and benefits recommendations as necessary.
- Encourage the professional growth and development of all staff.

Membership shall consist of a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Business Administrator.

**Property Ministry Team**

**Mission Statement:**

The mission of the Property Ministry Team is the maintenance and improvement of the church physical plant, in order that the functions of other church ministries will be enabled and enhanced. Our ministry also benefits other groups in the community that use our church facilities.

**Responsibilities:**

- The Facilities Manager works closely with the Property Ministry Team.
- Oversee cleaning and routine maintenance of buildings and equipment-interior and exterior
- Manage special projects
- Seasonal needs
- Congregational work days
- Coordination of workers/work teams with special skills
- Audio equipment for services, meetings and special events
- Cooperate with Ministry Teams for their needs
- Security process for opening and closing buildings for all activities
- Oversee use of facilities by outside groups – shared with Worship MT as regards the sanctuary, organ and choir room.
- Physical Inventory
- Forecast the long-range property replacement needs

Membership shall consist of Lead Elder, a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Facilities Manager and the Weekday Preschool Director.

**Special Funds Management Committee**

The Session of Brevard-Davidson River Presbyterian Church (the church) has appointed and empowered the Special Funds Management Committee (the SFMC), the successor to the Endowment Committee, to administer and manage those funds and trusts of the church assigned to the SFMC by the Session. This administration and management shall be in accordance with Session policies (including the church's gift policy), and the terms

of each fund's authorizing or governing documents. Herein, the term "fund" is used to mean "trust" or "fund" as appropriate.

**Membership:** The SFMC shall attempt to keep the number of its members at six, one of whom acts as chairperson and at least two of whom have at least two years of SFMC experience. Members are, jointly, trustees of funds assigned to the SFMC. Each member must be an active member of the church and must be approved by the Session. Continuity within the SFMC is important. The term of each member must be approved by the Session, can be extended or renewed by the Session, and should be planned by the chairperson such that no more than two terms expire at the end of any calendar year. The chairperson should present to the Session ahead of expiring terms, the names and terms of proposed members to fill these vacancies.

Staff contact shall be the Business Administrator.

### **Committee On Ministry**

#### **Mission Statement:**

Address concerns of and about the ordained ministry and facilitate potential solutions with Christian love.

#### **Membership:** (Five persons)

Active Elder, Active or Inactive Elder, Personnel MT Representative, Member-At-Large, Member-At-Large

#### **Terms of Office:**

Normal term is two years. At startup, three will serve initially for two years and two will serve initially for one year. "Years" means calendar years. The chairperson of the COM will be one of the two elders on the COM, and he/she will be elected by the members of the COM. At startup, the active elder will come from the class of 2009-2010, and this person will serve two years as chairman. At startup, the second elder will serve one year.

#### **Appointment:**

The members of the COM will be appointed by the Session. Recommendations for appointment may come from any member, ordained staff, or non-ordained staff. If a vacancy occurs during a members' term of office, the Session will approve a replacement promptly in order to maintain the COM membership at five persons.

#### **Procedures:**

An initial set of governing procedures for the COM are attached. After the COM has been formed, it may revise its procedures with the approval of the Session.

#### **Frequency of Meeting:**

Normally, the COM will meet quarterly (or as needed). The COM will meet with each member of the B-DRPC ordained ministry at least twice annually even if no concerns

arise.

### **Communications:**

Once the COM has been established and is functioning, the COM will communicate its procedures and purposes to the congregation, to the non-ordained staff, and to the ordained staff as appropriate. Appropriate references to the COM's work will be added to the Employee Manual as well.

The Session Task Force on Forming A Committee On Ministry will meet with the new COM when it is first formed to discuss its recommendations to the Session and to assist in firmly establishing the new COM.

### **Committee on Ministry Procedures**

**FOREWORD:** The Committee on Ministry is charged with hearing and dealing with any issues concerning the ordained ministers of the church. The COM should be a sounding board for any ordained minister to discuss any problems or concerns that they may have with the staff, the Session, the congregation, or their personal problems. The COM should also be a sounding board for any member of the congregation or of the church non-ordained staff if they have problems or concerns with one or more of the ordained ministers. While it is expected that the COM may not have sufficient authority or capability to solve all of the issues that potentially may be brought before it, the task of the COM will be to listen and to recommend possible solutions both to the person who brought the concerns and to other bodies (such as the Session, the WNC Presbytery, B-DRPC Ministry Teams, or other) who may be in a position to help resolve the problem. All concerns brought to the COM will be dealt with in strict confidence, and any release of the information discussed pursuant to the concern will be subject to the approval of the person who brought the concern unless the issue involves any violation of law or of church polity, in which case the necessary details of the concern may be disclosed to the appropriate authorities. The COM will keep confidential records of any contacts made with members of the Committee and of all actions taken by the Committee.

It should be noted that at B-DRPC, we advocate that when anyone has a disagreement with another person regarding the ordained ministry at B-DRPC, it is best first to discuss that disagreement with the offending person in an honest attempt to resolve the issue before seeking others to intervene. If, however, discussion with the offending person(s) is unsuccessful or if it is not possible under the circumstances to discuss the concern with the offending person, it is then proper to seek the intervention of others, including the COM.

### **Caring for the Ordained Ministry**

When a member of the ordained clergy has a problem of any kind, he/she may come to the COM for counsel. The COM is responsible for being a "sounding board" for any issues that a member of the ordained ministry brings. The COM will take care to listen

carefully to the issue and try to provide feedback and, if appropriate, to initiate a satisfactory resolution. The process for dealing with any issue from a member of the B-DRPC ordained ministry is as follows:

The member of the ordained ministry may contact the chairperson of the COM or one of the elders (either active or inactive) serving on the COM to express his/her concern. The COM member who is contacted will initially hear the concern and decide whether it should be referred to the COM as a whole.

Regardless of whether the concern is heard by a single member of the COM or by the COM as a whole, any recommended resolution or action should be approved by the COM as a whole, so that the varied makeup of the COM is reflected in the action.

The COM member who first hears the concern from a member of the ordained ministry should determine who, if anyone, other than the ordained minister, is also involved with the concern.

If, after a member of the ordained ministry's concern is not resolved by talking with the person who caused the concern, by talking with the member of the COM who was initially contacted for help, or by the full COM, the concerns may be directed, if appropriate, to either the Session or to the WNC Presbytery Committee on Ministry.

### **Caring for the Non-Ordained Staff**

When a member of the non-ordained staff has a problem of any kind, they should first attempt to address the problem with his/her immediate supervisor. If that is not possible, or if the immediate supervisor is involved with the problem, the concern should be directed to the senior pastor. The senior pastor may consult with the Personnel Ministry Team or with the Session for further resolution of the concern.

If the senior pastor is perceived as a cause of the problem, the non-ordained staff person should direct the problem to the COM by contacting the chairperson of the Committee. The COM will hear the concern from the non-ordained staff person and also hear the other side of the issue from the member of the ordained ministry who is involved with the problem and make recommendations as appropriate for the resolution of the problem.

### **Caring for Members of the Congregation**

When a member of the B-DRPC congregation has a concern that is personal to his/her self or to their family, he/she is invited to consult with the senior pastor for confidential counseling. The senior pastor will attempt to address his/her concerns and make recommendations to resolve the concern. This kind of normal pastoral counseling would not ordinarily involve the COM.

If a member of the congregation has a concern about any member of the non-ordained

staff, he/she should address the concern to the senior pastor for resolution. If the concern is not resolved by the senior pastor, the member may direct the issue to the COM by contacting the chairperson of the Committee.

If a member of the congregation has a concern involving any member of the ordained ministry at B-DRPC, the concern should be addressed to the chairperson of the COM. The COM will hear the concern and make recommendations to the appropriate places for resolution of the issue.

## **FINANCE DIVISION**

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### **Finance Ministry Team**

#### **Mission Statement:**

It is the mission of the Finance Ministry Team, with Jesus' teaching to guide us and the Holy Spirit to help us, both to reflect God's love and grace to the congregation in our stewardship and long-term giving programs and to manage the return of God's financial gifts to our church in a way that will enable us to minister most effectively to each other, while extending God's loving and gracious outreach to our community and the world at large.

#### **Responsibilities:**

This Ministry Team coordinates and oversees the following Schedule of duties:

- Hold regular monthly meetings. Called meetings will be held when needed. Attendance by four members constitutes a quorum. Action requires the vote by a simple majority.
- Report important financial developments to the Session no later than at the next stated meeting.
- Prepare and submit a proposed annual budget for Session approval.
- The Business Administrator shall keep the Finance Ministry Team informed of the monthly operations and balances in each of the church's funds and bank accounts.
- The Finance Ministry Team shall arrange an annual review of the church's financial records.
- In the event of a full-year operating surplus, recommend to the Session a plan for using this surplus.
- If a full-year operating deficit appears likely, recommends to the Session a plan for funding the deficit or for eliminating it. Options considered will include borrowing, withholding budgeted expenditures, and special appeals or offerings.
- A minimum of either two Finance Ministry Team members or one member and the Business Administrator or Executive Assistant will count and record gifts prior to each week's bank deposit.
- The Finance Ministry Team shall manage the financial aspects of major spending projects and debt service programs, shall give first priority to the timely service of debt, and shall maintain a policy of full disclosure and cooperation with lenders.
- The Finance Ministry Team must be consulted on plans or projects with material financial requirements.

- The Finance Ministry Team shall oversee the standing Special Funds Management Committee.

**Approvals and oversight:**

- The Finance Ministry Team must give approval before an overrun of a budget line item or transfer of budget between a Ministry Team's line items is allowed.
- First the Finance Ministry Team and then the Session must give approval before any significant non-budgeted expenditures are allowed.
- The Finance Ministry Team shall review the annual Weekday Children's Ministry budget prior to Session approval and shall oversee the Weekday Children's Ministry financial operations.

Membership consists of Lead Elder who will serve as chair and other members at-large appointed by the Lead Elder. The staff contact shall be the Business Administrator.

**Stewardship Ministry Team**

**Mission Statement:**

To glorify God by providing opportunities that lead our members to use their time, talents and money to serve God.

**Responsibilities:**

- Annual Program
  - Plan for and oversee a year-round stewardship educational effort within the congregation.
  - Work with the Finance MT and the Special Funds Management Committee to generate a Stewardship and Budget calendar for the church.
  - Conduct a Stewardship Campaign each fall to obtain sufficient pledges to support the budget for the coming year.
  - Monitor the progress of giving periodically throughout the year.
  - Plan for and oversee activities to celebrate God's bounty to us and our response to Him.
- Time and Talent Ministry
  - Manage a comprehensive process to encourage and enable the congregation at large to take an active role on the various Ministry Teams of the Session. Find ways for each member to connect within the church.
  - Supply, routinely and on request, lists of potential volunteers to each Ministry Team as required by their roles and responsibilities.
  - Put in place the necessary communication links to insure that volunteer lists are fully utilized and kept accurate.
  - Routinely update the volunteer lists so they include new members and take note of each person's record of service.

Membership shall consist of a chairman appointed by Lead Elder, and other members at-large. Staff contact shall be the Pastor.

## **CARE GIVING DIVISION**

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### **Congregational Care Ministry Team**

#### **Mission Statement**

Provide love and care for individuals in need, according to God's call and Jesus' teachings.

#### **Responsibilities**

- Establish ongoing contact as required with shut-ins, the sick and the bereaved.
- Arrange for homebound and nursing home visitations.
- Oversee care giving groups such as:
  - Commissioned Deacons - each family in the congregation is assigned to a Commissioned Deacon who provides care and support and notifies church of any needs.
  - Fellowship of Continuing Love – ministry for members who are bereaved, divorced, or caregivers.
  - Prayer Chain
- Share responsibility with Presbyterian Women for funeral receptions. Presbyterian Women will handle for their members and families.
- Arrange transportation for members in need to attend worship services and other church activities and for medical appointments.
- Shawl Ministry
- Hands of Faith

#### **Commissioned Deacons**

The Nominating Committee shall be responsible for annually recruiting members to be Commissioned Deacons.

- The number of Commissioned Deacons depends on number of family units in the congregation.
- Commissioned Deacons will serve a one year term.
- In giving support to the pastors, the Commissioned Deacons will be responsible for a group of church member family units.

Membership shall consist of Lead Elder, a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Pastor and the Executive Assistant.

## **CHURCH FAMILY DIVISION**

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### **Membership Ministry Team**

#### **Mission Statement**

Ensure that our congregation is caring, friendly and involved in the life of the church; and that as our congregation grows in numbers it also grows in becoming more loving, welcoming and hospitable.

#### **Responsibilities:**

- Plan programs and activities to attract, welcome, integrate and nurture new members.
- Annually review the Church Roll and make specific recommendation to the Session on member status.
- Update the Church Directory.
- Arrange for nametags at worship services and church fellowship activities.
- Make use of the Friendship Register information.

Membership shall consist of Lead Elder, a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Pastor and the Executive Assistant.

### **Church Family Fellowship Ministry Team**

#### **Mission Statement**

Initiate, plan and carry out fellowship activities that draw us together as a community of believers.

#### **Responsibilities:**

Coordinates and oversees events such as:

- |                   |                        |
|-------------------|------------------------|
| • Family Camp Out | • Breaking Bread       |
| • Caroling        | • Pentecost Picnic     |
| • Easter Egg Hunt | • Gift Making Workshop |
| • Family Picnic   | • Church League Sports |
| • Shrove Tuesday  | • Advent Workshop      |
| • Pancake Supper  |                        |

- Establish and manage the process for congregational dinners, working with sponsoring groups to put on such events.
- Put in place and coordinate crews of volunteers who can handle set-up, food preparation, serving, and cleanup as needed for fellowship events.
- Manage the process for coffee hours and church receptions.

Membership shall consist of Lead Elder, a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Pastor and the Executive Assistant.

## **COMMUNICATIONS DIVISION**

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### **Communications Ministry Team**

#### **Mission Statement:**

It is the mission of this ministry team to ensure effective communication at all levels of church life and with the community: to invite, inform, include, inspire, and to listen, always guided by the Word of God and the teachings of Jesus Christ.

#### **Responsibilities:**

Promote effective communications within the church. This ministry assists the church in coordinating all public printed and multimedia communications to ensure that all publications and presentations have a consistent look and hold true to the church's mission. The Communications Ministry Team can assist in supporting projects by helping to clarify the communication objectives, identify the target audiences, develop clear and coherent messages and select the appropriate channels to best deliver the message at hand. The Communications Ministry Team is responsible for the content produced for:

- Newsletter Production
- Sunday Bulletin (announcement insert only)
- Bulletin Boards
- Website
- Fliers
- And other forms of communications throughout the church.

#### Objectives

- Continually critique the way we communicate information within our church family and look for ways to improve upon it.
- Support the Executive Assistant with communications that are overseen by the church office.
- Help define processes and best practices for communication:
  - the design of letterhead, envelopes
  - Sunday bulletins
  - monthly newsletter
- Maintain and evolve the church website (BDRPC.ORG) making it a central place of information for our members, and an inviting source of information for visitors.

Membership shall consist of Lead Elder, a chairman appointed by Lead Elder, and other members at-large. The staff contact shall be the Executive Assistant and the Pastor.

## **MISSION DIVISION**

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### **Mission Ministry Team**

#### **Mission Statement:**

The Mission Ministry Team, responding to God's call, takes responsibility for informing and involving the congregation in ministries of mission. The Ministry Team serves as liaison to denominational mission service workers and other partners in service in the local, national and world communities.

#### **Mission Ministry Team Membership/Meetings:**

Lead Elder, Elder, Staff Contact, Chair/Worldwide Ministries, Chair/Local Outreach, Chair/Disaster Relief, Chair/Peace and Justice, PW Representative Meets quarterly

#### ***The Mission Ministry Team is broken down into four Sub-Ministry Teams:***

##### **Disaster Relief**

Membership/Meetings:

Chair, Elder, At-Large-Members

Meets Bi-monthly

**Responsibilities:**

- Budget needs annually
- Gulf Coast teams
- Other as needed

**Local Outreach**

Membership/Meetings:

Chair, Elder, At-Large Members

Meets Bi-monthly

**Responsibilities:**

Budget needs annually

**Ministries in Partnership with Other Churches**

- Sharing House
  - Food Collection
  - Family Partners for Independence
  - Two General Assembly Reps
- Koinonia - Lenten Service, Thanksgiving Services, Community Christmas Dinner, National Day of Prayer
- Habitat for Humanity
- Neighbors in Ministry (Rise and Shine)

**Community Outreach**

- El Centro, ESL childcare, Bread of Life, Volunteers in Medicine, Koala, Whitewater Cove, Young Life, Linus Blankets, KIC (Kids in Camp), Children's Center

**Presbytery**

- Presbyterian Home for Children; Grandfather Home for Children

**PC (USA)**

- Presbyterian Hunger Program (Souper Bowl of Caring)

**B-DRPC**

- Health and Safety Fair

**Worldwide Ministries**

Membership/Meetings:

Chair, Staff Contact, At-Large-Members

Meets Bi-monthly

**Responsibilities:**

- Budget needs annually

**PC (USA)**

- Presbyterian Border Ministry
- Missionaries
- One Great Hour of Sharing

- Joy Gift Offering
- Pentecost Offering
- Presbyterian Hunger Program (including 5-cents-a-meal)
- Fair Trade: Coffee/Tea/Chocolate
- Alternate Gift Giving

Presbytery

- International Partnership: Guatemala

Cooperative/Ecumenical Efforts

- Margaret Flory Scholarship Fund
- Church World Service (including CROP Walk)
- Heifer International

**Peace and Justice**

Membership/Meetings:

Chair, Staff Contact, At-Large Members

Meets Bi-monthly

**Responsibilities:**

- Budget needs annually

Presbytery

- Peacemaking Offering
- Ministry of Hope – Prison Ministry at Black Mountain Correctional Center for Women

Local

- Center for Dialogue
- Rise and Shine (Neighbors in Ministry)
- Children's Center
- Pisgah Legal Services

Purpose of each Ministry Team:

- Action
- Research and planning
- Education
- Involving the congregation

All groups shall consist of a chairman appointed by Lead Elder, Elder member and other members at-large.

The staff contact shall be the Pastor.

**PRESBYTERIAN PRESCHOOL DIVISION**

**Weekday Children's Ministry**

**Mission Statement**

To affirm that all children are gifts of God, created good; and all children depend upon adults for safety and security. To be a church where we take seriously our baptismal vow to nurture all children committed to our care and to value each child as an individual. To provide quality infant and preschool enrichment opportunities as well as a summer program.

**Responsibilities:**

This Ministry Team coordinates and oversees the following programs:

- Presbyterian Weekday Preschool
- Summer Play Group

Duties of the Weekday Children's Ministry team:

- Interview candidates for staff positions
- Make recommendations to the Personnel MT and to the Session regarding hiring and beginning salaries
- Establish operating policies and procedures of programs
- Meet monthly to review all programs
- Support program directors and assist in special events
- Promote awareness and involvement between congregation and community with Weekday Children's Ministry programs
- Ensure a safe Christian environment for preschool children to grow physically, socially, mentally, emotionally and spiritually
- Approve all preschool employees and volunteers
- Review budget monthly and review quarterly the income and expenditures in the Children's First Fund
- Insure that all preschool workers (paid or volunteers) have seen and understand the DVD "*Reducing the Risk: Making Your Church Safe from Sexual Abuse*"

**Membership:**

Members shall consist of Lead Elder, two parent representatives, one teacher representative, and other members at-large. Staff contacts shall be the Pastor, the Weekday Preschool Director, and the Weekday Preschool Associate Director.

**SPIRITUAL LIFE DIVISION**

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**Worship Ministry Team**

**Mission Statement:**

It is the mission of the Worship Ministry Team to work closely with the Pastor, Church Staff and the Ministry Teams of the church to insure that the worship services and related activities meet the spiritual needs of the congregation.

**Responsibilities:**

- Worship Experience - working closely with the Pastor and Church Staff
- Order and content of all worship experiences
- Music and special performances in worship

- Supervise the music programs of the church, including all choirs, handbells and special music programs.
- Pulpit supply
- Lay participation
- Special services – seasonal services
- Young Children’s Worship
- Church Nursery
- Advent candle-lighting
- Set up and management of sanctuary
- Decorations, banners, etc.
- Hymnals, Bibles, hearing devices
- Bell Ringer
- Lighting
- Candles
- Tape Ministry
- Ushers
- Sound system

ALPS: Project:

- a group of representatives of Worship, Christian Education, Church Family Fellowship, Membership, and Mission Ministry Teams;
- a community of faith that studies Scripture together;
- a body that actively explores God's will for this congregation's celebration of a particular season of the liturgical year; and
- a team that facilitates communication between committees, insuring that the church's plans for a given season come together.

Advent, Lent, Pentecost

Lead elders of participating ministry teams are asked to send a representative to this meeting.

- Coordination with Other MTs - as they may be involved in the worship experience
  - Youth Sunday
  - Ministry Updates
  - Special Collections
  - Friendship Registers
  - Community Worship Services
  - College Student Sunday
  - Flower supply
  - Special seasonal decorations
  - Media – broadcasts and tapes
  - Publicity
- Coordinate Use of Sanctuary by Others – shared with Property MT
  - Weddings and funerals
  - Worship by other congregations
  - Use of organ
  - Performances

**Membership:** Members shall consist of Lead Elder a chairman appointed by the Lead Elder, and other members at-large. Staff contact shall be the Pastor and the Director of Music.

## A. Ushers and Greeters Committee

### **Mission Statement:**

Establish and maintain a functional process that will provide a friendly, welcoming atmosphere to members, guests and visitors attending worship services and church school at our church.

### **Responsibilities:**

- Establish and manage a process to schedule Head Ushers and congregation members to serve as ushers and greeters
- Supply them with instructions and training as required to insure that all aspects of these roles are carried out effectively (Usher/Greeter Manual)
- Prepare the building and sanctuary for services, coordinating this activity with the needs of the Pastor and the Worship MT, and the procedures and requirements of the Property MT
- Maintain general control and oversight of the ushering and greeting process

### **Membership:**

Members shall consist of a chairman appointed by the Lead Elder of Worship and other members at-large.

## **Christian Education Ministry Team**

**Mission Statement:** To provide opportunities for learning in which all ages are encouraged to learn and apply the teachings of Jesus Christ as revealed in Scripture.

**Responsibilities:** This Ministry Team coordinates and oversees the following programs:

- Church School for Children, Youth and Adults
- Confirmation Classes
- Library Resource Center
- Vacation Bible School
- College Scholarship/Student Loan Program
- Boy Scouts and Cub Scouts
- Youth Ministry – Jr. & Sr. High PYC
  - Presbyterian Youth Connection Youth Groups
  - Youth Sunday
  - Youth Conferences
  - Mission trips
  - Service to the Church

**Membership:** Membership of the Education Ministry Team shall consist of two Elders, one of whom is the Lead Elder, the Coordinator of the Church School, librarian, and may include at-large members chosen by the team.

Staff contact shall be the Pastor and the Director of Youth and Children's Ministries.

## **STANDING COMMITTEE OF THE SESSION**

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### **Nomination Committee for the Election of Church Officers**

The Officer Nominating Committee follows the provisions in the Book of Order which says:  
*"Nominations shall be made by a representative nominating committee of active members of the church. The committee shall itself include both women and men, giving fair representation to persons of all age groups, of all racial ethnic members, and of persons with disabilities who are members of that congregation. At least two members of this committee shall be elders designated by the session, one of whom shall be currently on the session and serve as moderator of the committee.. At least one member of this committee shall be designated by and from the board of deacons, if the church has deacons. Other members of the committee, in sufficient number to constitute a majority thereof (exclusive of the pastor), shall be chosen by the congregation or by such organizations within the church as the congregation may designate, none of whom may be in active service in the session or in active service on the board of deacons. The pastor shall be a member of this committee, serving ex-officio and without vote. (G-14.0223).*

*The nominating committee shall be elected by the congregation annually and no member of the committee shall serve more than three years consecutively. (G-14.0224)*

The purpose of the Officer Nominating Committee is to coordinate and implement the election process each year for the church officers on the Session and the Commissioned Deacons.

Specifically, the Officer Nominating Committee shall see:

- that the election of officers takes place properly, on schedule and with balanced counting
- that there is one nominee per office to be filled
- that each person who was nominated is contacted within the week with personal thanks and their status
- that the election is by majority of those voting, and that run-off elections take place as necessary
- that only active elders are assembled for the counting of election ballots.

### **Commissioned Deacons**

Nominating Committee shall be responsible for annually recruiting members to be Commissioned Deacons.

- The number of Commissioned Deacons depends on number of family units in the congregation.
- Commissioned Deacons will serve a one year term.
- In giving support to the pastors, the Commissioned Deacons will be responsible for a group of church member family units.

Membership of the Officer Nominating Committee for this congregation shall consist of two Elders, one to be an active member of session who will serve as moderator for the committee, , two Commissioned Deacons, one person designated by Presbyterian Women, Education Ministry Team, Congregational Care Ministry Team, Senior High Youth Fellowship (if available) and two persons at-large from the congregation elected at a called meeting of the congregation. The Pastor shall be a member of this committee, serving ex officio and without vote.

## FAQs

### *What do I need to know about being the Lead Elder of a Ministry Team?*

At the discretion of the Session additional standing Ministry Teams or temporary ad hoc Ministry Teams may be appointed, or the responsibilities of two or more Ministry Teams may be consolidated.

Ministry Teams will have a Lead Elder or Co-Lead Elders appointed by the Moderator in consultation with the Clerk of Session. They will serve a maximum of three years in the designated office.

**Lead Elder** will have the responsibility to

- organize the ministry team assigned
- to appoint a chair to the ministry teams
- keep ministry team on track with the mission and responsibilities
- and to report on the ministry team at stated meetings of the session.

Each Ministry Team Lead Elder is encouraged to enlist additional members from among active members of the church. The names of proposed additional Ministry Team members ordinarily shall be approved in advance of their appointment by the Session. The term of office of enlisted members shall be one year unless otherwise agreed to by the member and the Ministry Team.

The Minister(s) will be ex-officio members of each Standing Ministry Team. There are staff contacts for each Ministry Team. These staff members are resource persons for the Ministry Teams.

Each Ministry Team will meet as soon as possible after the December Stated Meeting of Session for the purpose of organizing its activities and as frequently as necessary to complete its assigned tasks.

Each Ministry Team will organize itself into sub-Ministry Teams or function as a Ministry Team of the whole as deemed necessary to accomplish its responsibilities. Chairs of the sub-Ministry Teams should be members of the main Ministry Teams.

Minutes of Ministry Team meetings should be retained for at least five years. Information deserving longer retention should be submitted as a report to the Session with the request that it be appended to Session's minutes. It is the responsibility of each Lead Elder to arrange for the orderly transfer of Ministry Team records to his/her successor.

### *What do I need to know about being the Chair of a Ministry Team?*

Ministry Teams will have a chair that will be appointed by the Lead Elder in consultation with the Moderator and/or Clerk of Session. They will serve a term of one year.

The **Chair** of a Ministry Team will have the responsibility to:

- assign work to committee members;
- set agendas;
- run meetings;
- and ensure distribution of minutes and reports to all members of the Ministry Team;
- and is responsible to see that the expenses of the Ministry Team are inline with the budget of the Ministry Team.

The Chair sets the tone for Ministry Team work, ensures that members have the information they need to do their jobs, and oversees logistics of the Ministry Team's operation.

Each Chair will work closely with the Lead Elder and Staff Contact of the Ministry Team.

***What do I do when I need a Church Key?***

All keys are issued through the church office. If your duties require you to be here other than office hours, a key will be issued to you. This key is not to be copied or loaned to another person. You can return this key at the end of your duties.

***Do I get a church mailbox?***

Yes! All church officers will have a mailbox in the Administration Suite.

***How do I get into the Administration Suite?***

The door to the Administration Suite is on a security system with a dial pad entry. You go to the Executive Assistant to receive your entry code. This code will be disabled at the end of your term.

***When is the newsletter deadline?***

The 20<sup>th</sup> of every month. With the one exception of December. There is no January edition of the newsletter.

***What about the Sunday bulletin deadline?***

Every Wednesday by 3:00 p.m.

***How can I send in submissions?***

The best way is email. You can hand write it and bring it into the church office but please make sure your name is included.

***What about getting advertising on the church website?***

Just contact the church office!

***Does the church staff have email?***

Keith Thompson, Pastor – BDRPCSP@CITCOM.NET  
 Charlie Steele, Director of Music – BDRPCMUSIC@CITCOM.NET  
 Kristen Clanton, Director of Youth and Children's Ministries - BDRPCDYCM@CITCOM.NET  
 Beth McLeod, Preschool Director – PWPRESCHOOL@CITCOM.NET  
 Nita Padgett, Business Administrator – BDRPCNITA@CITCOM.NET  
 Denise Byrd, Executive Assistant – BDRPCDENISE@CITCOM.NET

***Why do I have to schedule meetings and events on the church calendar?***

- The main reason is so you will be able to get a key to have access to the area you need.
- You want to see what's going on so there will not be a conflict with other activities.
- Your meetings will be listed in the calendar section of the Sunday bulletin and the monthly calendar in the newsletter if they are Church related.
- B-DRPC opens its facility to many community groups so the church is used most of the time.

***What are some of the things I need to remember when my Ministry Team is planning an event?***

Schedule your event of the church calendar by contacting the church office.

- do you need time for set up and or decorating?
- can you get into the building?
- Will you need a special set up?
- What about special AV equipment?
- Will child care be needed?
- Do you want people to make reservations?
- Have you checked your budget for monies?
- What about publicity?
- Ministry Update from pulpit?

***What if I spend some of my own money and would like to be reimbursed?***

To use money from a specific budget line item, the request must be approved by the Lead Elder.  
You need to contact the Business Administrator and complete a reimbursement form.

Our purpose is assisting the congregation in carrying out the mission of the church.

In our office you will find:

- Denise Byrd, Executive Assistant
- Nita Padgett, Business Administrator
- Steve Sales, Facilities Manager

The church office hours are 8:00 am to 4:00 pm Monday through Thursday, 8:00 am - 3:00 pm Friday.  
Call us and let us help you with your ministry.