

**Manual of Operations**  
**First Presbyterian Church, Columbia, Missouri**  
*Revised June 2024*

**I. GUIDING PRINCIPLES**

**Biblical Calling**

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.” (Matthew 28:19–20)

**Church Mission Statement**

**Disciples Making a Difference**

*Living our faith in Jesus Christ by  
Embracing all people  
Engaging all neighborhoods  
Encouraging each other  
Empowering Lives*

**II. POINTS OF CONSIDERATION**

1. The Pastor is the chief administrative officer. The Pastor supervises all employees of the church organization, assigns staff responsibilities, and may delegate supervisory authority where deemed necessary.
2. Voting by the congregation electing ruling elders, deacons, and nominating committee members shall be held during the second quarter of each calendar year. Terms of those elected begin June 1.
3. The Session shall elect a ruling elder to serve as clerk in the second quarter of every third calendar year to serve a three-year term. Duties of the clerk are defined in the *Book of Order* (G-3.0104). Additional duties pertaining to the receipt and report of allegations of child abuse and/or neglect are outlined in First Presbyterian Church’s Child Protection Policy. The clerk of Session shall serve as clerk of all meetings of the congregation (G-1.0505).
4. The quorum for a Session meeting shall be 50% of the elders in active service on the Session. The quorum for a congregational meeting shall be 10% of the congregation’s active member role.
5. In its church corporate role as the board of directors, the Session shall elect a treasurer

from the congregation in the second quarter of every third calendar year to serve a three-year term. The treasurer shall provide a monthly accounting of finances to the Session. Duties of the treasurer are defined in the *Book of Order* (G- 3.0205). The Session shall also elect an elder in active service on the Session to be president of the corporation for a term not to exceed his/her service on the Session. The clerk of Session shall serve as secretary of the corporation.

6. Ministry team membership shall follow the church governance year that begins June 1 and ends May 31. The church fiscal year shall begin January 1 and end December 31.
7. For efficient ministry team operation, the ministry team should have collaborative relationships.
8. Two members of Session will be assigned to each ministry team by the Pastor with the approval of Session. The Elder of longest tenure will be the ministry team chair. Elder ministry team members will ensure that there is effective two-way communication between teams and the Session. Session members shall each serve on only one ministry team.
9. Ministry teams will be responsible for recruiting their members from members of the congregation. Except for Deacons there are no limits on the number of years an individual may serve on a ministry team. However, ministry team leaders should work to encourage participation and involvement from those in the congregation wishing to serve.
10. Ministry teams shall meet as often as necessary to conduct their business, however, there is no requirement to meet monthly if the team's agenda does not require it. Teams may meet by Zoom or conduct business by email lieu of formal meetings. Before canceling a meeting, the elder ministry team chair should verify that other team members do not have agenda items that require the team to meet. Elder ministry team chairs should be cognizant of and accommodating to the demands of the family and work lives of other team members in scheduling meetings and deciding on the manner in which the team will meet. Elder team chairs are responsible for conducting team meetings in an orderly, efficient and productive manner.
11. When ministry team meetings are necessary, the Elder chair should prepare and distribute an agenda and meeting materials in advance. The Elder chair is responsible for reporting the ministry team's activities to the Session in writing in advance of called Session meetings.
12. Ministry teams may form ad hoc sub-teams if and when needed. The Elder ministry team chair is responsible for naming a sub-team chair. Ad hoc sub-team members do not need to be members of the ministry team, however, at least one member of the sub-team should be an active member of the ministry team. In establishing an ad hoc sub-team, the ministry team shall create a written charter which succinctly sets the date on which the ad hoc sub-team is created, the tasks or activities the sub-team is expected to accomplish, and the date on which the sub-team will be dissolved. The Elder ministry team chair is responsible for

reporting the naming of sub-teams and their charters to Session in a timely manner.

13. The following standing sub-teams are established, are permanent and operate with the support of and in conjunction with the ministry team to which they are assigned
- FPC Pride - Assigned to and overseen by the Connect Ministry Team for the purpose of ministry to and fellowship with the LBGTQ+ community
  - Gifts and Memorials – Assigned to and overseen by the Finance Ministry Team for the purpose of administering restricted gifts held in trust
  - Stewardship – Assigned to and overseen by the Finance Ministry Team for the purpose of conducting annual and special purpose stewardship campaigns.

The Ministry team and Pastor will recruit members and designate the chair for these standing sub-teams as needed. Ministry teams will provide guidance and support for their assigned standing sub-teams.

### III. SESSION

The *Book of Order* gives the responsibilities of ruling elders in G-3.0201 – G-3.0205. The duties are very broad in scope because the Session is responsible for the mission, policies, and governance of the church and is the ultimate authority over the Board of Deacons.

**Membership:** The 15 members of the board are elected by the congregation. Board members serve three-year terms with election of five new Session members each year. The congregation elects a new member to serve in the place of a Session member who is unable to complete his or her term.

**Length of Service:** The *Book of Order* (G-2.0404) states Session members serve for a three-year term and may serve a maximum of two consecutive three-year terms. Session members who serve two consecutive terms are eligible for re-election to the Board after a year of non-service.

### IV. MINISTRY TEAMS

#### **Board of Deacons**

**Purpose and Scope of Responsibility:** The *Book of Order* gives the responsibility of the Board of Deacons in G-2.0201 and G-2.0202: “It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress.” This duty should be first and foremost for the Board of Deacons with primary focus on congregational care and nurture. The Deacons are to provide care and support to members of the congregation.

#### **Tasks and Objectives:**

- Congregational care and nurture is promoted through each Deacon initiating personal

contacts and building relationships with the members within his or her assigned “flock.” Examples include:

- Being available to members for times of crisis and counseling.
- Providing a support system for members in times of need, hardship, illness and bereavement.
- Visiting the elderly and homebound.
- Visiting hospitalized members.
- Implement training and program development for the Board of Deacons.
- Provide oversight of the Kermack-Parker Trust Fund Committee.
- Assist the Clerk of Session in maintaining church rolls.
- Support and participate in the missions and activities of the church.
- Other tasks assigned by the Session.

**Membership:** The 21 members of the board are elected by the congregation. Board members serve three-year terms with election of seven new Deacons each year. The congregation elects a new member to serve in the place of a Deacon who is unable to complete his or her term. The Board shall elect from among its members a deacon or deacons to serve as chair or co-chairs. A member of the staff, appointed by the Pastor, assists the board.

**Length of Service:** The *Book of Order* (G-2.0404) states Deacons serve for a three-year term and may serve a maximum of two consecutive, three-year terms. Deacons who serve two consecutive terms are eligible for re- election to the Board after a year of non-service.

### **Christian Education Ministry Team**

**Purpose and Scope of Responsibility:** Provide Christian education and support to infants, toddlers, children (preschool through fifth grade), youth (6th-12th grade) and adults. The Christian Education Ministry team will guide and nurture the development of Christian faith in the congregation’s children and youth, as well as help adult members explore and deepen their relationship with God through personal and group study.

#### **Tasks and Objectives:**

- Support the Director of Christian Education in maintaining and implementing FPC’s Child Protection Policy.
- Select Sunday School curriculum and materials for children, youth, and adults.
- Provide Sunday Christian education opportunities for children, youth, and adults, including Sunday School, Second Hour and Youth Group offerings.
- Provide guidance and support to the Director of Christian Education with the staffing and related policies of the Early Childhood Center.
- Provide guidance and support to maintain building spaces used for infants, toddlers, children and youth, including the Early Childhood Center, Sunday School floor, Youth floor, Children’s Library and Playground, as well as the supplies necessary for children and youth activities.

- Plan, promote and implement youth group activities, in collaboration with other Columbia church congregations and other churches in the Missouri Union Presbytery (MUP) (e.g. youth dinners, mission opportunities, and social activities).
- Assist children and youth with participating in MUP activities, including church camp, retreats, mission trips and other events.
- Support the Director of Christian Education with planning the Youth Sunday worship service.
- Collaborate with the Pastor and Director of Christian Education on presenting age-appropriate Bibles to children and youth.
- Coordinate with other ministry teams to plan and implement intergenerational opportunities:
  - Back to School Breakfast
  - Advent Workshop
  - Easter Morning activities and Egg Hunt
  - Pentecost Activities
  - Souper Bowl of Caring
- “The District” downtown events (like Halloweenie games and treats)
- Communicate with and support families with Christian education opportunities and other events.
- Coordinate as needed with other FPC ministry teams to address children and youth program needs.
- Plan age-appropriate children and youth mission opportunities throughout the year, including the support of our Columbia Public Schools Partner in Education - Benton Elementary Staff.
- Promote children, youth, and adult events to the FPC congregation and within the community.
- Select a theme for children’s Mission and Movie Days and support the Director of Christian Education with planning and implementation.
- Select a theme for Vacation Bible School (VBS); then form a subteam to plan and implement VBS.
- Collaborate with other FPC ministry teams and the Presbyterian Children’s Home and Services (PCHAS) to plan the Annual Angel Tree Gift giving.
- Plan, organize and find volunteers to help at FPC Trivia Night.
- Assist the Director of Christian Education with awarding the annual Kroth Scholarship.
- Coordinate with the Pastor to provide a biannual Confirmation class for youth in 8th-12th grade.
- Identify and nominate a confirmed, youth member(s) to serve as the Youth Deacon and/or Youth Elder.
- Select the recipient of the Annual FPC Pentecost Offering.
- Other tasks assigned by Session.

**Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Director of Christian Education

- One member of the Presbyterian Women, appointed by the Presbyterian Women chair, and
- Up to 4 members of the congregation.

### **Connect Ministry Team**

**Purpose and Scope of Responsibility:** To connect with and minister to believers of all ages, within our membership and the global community, through evangelistic activities that support the spiritual, physical, and financial needs of God's people.

#### **Tasks and Objectives:**

- Enlist and support participation of church and community members in volunteer work and financially support local, national, and international services, missions, and missionaries of the Presbyterian Church (USA).
- Assist with public relations and advertising in coordination with the church staff (i.e., website, social media, promotional material, use of the church by non-member community groups, KBIA campaign, etc.).
- Support and oversee FPC Pride as a standing sub-team of the Connect ministry team, and its ministry of support for and fellowship with our LGBTQ+ community.
- Maintain a listing of available member service opportunities and conduct regular “time and talent” campaigns.
- Review information and make determinations for financial support of various causes and develop budgets and funding requests as needed.
- Facilitate the connection of congregants to worship, mission and social activities of the church using sub-teams to facilitate this work as appropriate.
- Schedule groups to provide summer receptions, assist in other receptions as necessary, and host the annual church picnic.
- Arrange for updates to the church’s membership directory.
- Oversee the church’s mission certifications (i.e., Earthcare Congregation, Matthew 25, etc.)
- Work with Presbyterian Women and support their work.
- Organize the annual Haseman Lecture Series.
- Work with the Pastor and Session to discern the future direction and scope of programming and ministry for college students.
- Other tasks assigned by Session.

#### **Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Pastor
- One member of the Presbyterian Women, appointed by the Presbyterian Women chair, and
- Up to 4 members of the congregation.

## **Finance Ministry Team**

**Purpose and Scope of Responsibility:** Provide leadership and guidance on all financial activities of the church. The Finance Ministry Team is primarily responsible for all financial matters of the church that includes interacting and coordinating with all church councils and ministry teams on financial matters.

### **Tasks and Objectives:**

- Support and oversee the Stewardship sub-team as a standing sub-team of the Finance Ministry Team in its duty to develop and implement the church's annual stewardship campaign, and program and capital campaigns, as needed.
- Develop and implement financial plans and budgets.
- Manage cash assets and investments.
- Support and oversee the Gifts and Memorial sub-team as a standing sub-team of the Finance Ministry Team, and its duty to administer gifts to the restricted funds of the church.
- Interact with financial institutions on loans and debt management strategies.
- Provide guidance to Church Treasurer and Financial Coordinator.
- Communicate financial information monthly to the Session and provide frequent updates to the congregation.
- Engage an accounting firm to conduct annual financial audit and provide the audit to Session.
- Develop financial policies for management of funds.
- Other tasks assigned by the Session.

### **Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Church Treasurer
- The Pastor
- Members of staff appointed at the discretion of the Pastor
- One member of the Property Ministry Team appointed by the Property Ministry Team, and
- Up to 4 members of the congregation.

## **Personnel Ministry Team**

**Purpose and Scope of Responsibility:** The Personnel Ministry Team provides leadership on advising Pastor/Head of Staff and Session on personnel management. The Personnel Ministry Team is primarily responsible for personnel management activities and measuring progress of staff.

### **Tasks and Objectives:**

- Advise the Pastor/Head of Staff on personnel management of staff.

- Develop annual performance objectives of all staff in concert with the Pastor/Head of Staff.
- Conduct annual performance reviews of office staff and professional staff in concert with the Pastor/Head of Staff.
- Conduct quarterly office staff and professional staff check-ins without the Pastor/Head of Staff to ensure open communication and a safe and healthy work environment for all.
- In coordination with the Finance Team, provide recommendations to the Pastor/Head of Staff and Session on staff and pastoral staff compensation and benefit packages.
- Coordinate the recruitment of office and professional staff as needed.
- Review and recommend to Session revisions of position descriptions.
- Evaluate need and recommend continuing education programs for office staff and professional staff, in concert with the Pastor/Head of Staff.
- Recommend to Session changes to personnel policies that require Session approval. Ensure all personnel policies are memorialized in a policy manual.
- Other tasks assigned by the Session.

### **Membership**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Pastor, and
- Up to 2 members of the congregation.

### **Planning and Evaluation Ministry Team**

**Purpose and Scope of Responsibility:** Provide leadership advising the pastors and Session on strategic planning and promote a planning and evaluation culture for all church leadership. The Planning and Evaluation Ministry Team is primarily responsible for strategic planning and supporting the pastors, ministry teams, and the Session in assessing how they set and achieve goals that align with objectives for congregational ministry. The ministry team assists the Session and its ministry teams in striving to learn, grow, and continually improve in the execution of their mission.

### **Tasks and Objectives:**

- Create opportunities for the congregation to participate in the planning and evaluation of the church's goals and priorities.
- Conduct an annual review of the Manual of Operations and present needed updates at the May meeting of the Session.
- ...Develop processes to help the Session, ministry teams and the congregation set long-term goals and implement strategic planning tools and activities to help the church reach its goals.
- Coordinate and plan retreats for long-range planning.
- Make recommendations to enhance and improve ministry teams' structure and functions in concert with Personnel Team and Head of Staff.
- Other tasks assigned by the Session.



**Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Pastor, and
- Up to 2 members of the congregation.

**Property Ministry Team**

**Purpose and Scope of Responsibility:** Provide leadership to support all Ministry Teams and staff on effectively using church property, and to care for all facilities, property, and vehicles of the church. The Property Team has primary responsibilities for maintenance of church buildings and grounds that are beyond routine maintenance or tasks conducted by church staff. The ministry team will provide recommendations to Session for projects and expenses outside the scope of the annual budget.

**Tasks and Objectives:**

- Responsible for maintenance of church facilities including buildings, grounds, equipment, vehicles, furnishings, and parking lots.
- Recommend to the Senior Pastor the duties, responsibilities, and priorities of church Sextons.
- Manage matters of architecture and design.
- Manage uses of church property.
- Explore with Ministry Teams how church property can be effectively utilized to support the mission of the church. .
- Manage the security, safety, and emergency response coordination activities.
- Develop short-term and long-term capital expense goals and estimates for the buildings, grounds, equipment, vehicles, furnishings and parking lots.
- Perform an annual evaluation and secure the insurance needs.
- Appoint one team member to be a liaison to the Finance Ministry Team.
- Other tasks assigned by the Session.

**Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair,
- The Pastor, and
- Up to 4 members of the congregation.

**Worship Ministry Team**

**Purpose and Scope of Responsibility:** Working closely with the staff, this ministry team helps create an environment that is conducive to prayer and a shared worship experience that praises, pleases and communicates with God. Through its work, the ministry team encourages people to participate fully and regularly in corporate and personal worship.

The Worship Ministry team works to provide an environment in which members can praise God and grow in awareness that worship is a central action to the life of the church.

**Tasks and objectives:**

- Study the meaning and purposes of worship as expressed in the Scriptures and Reformed tradition, in order to provide worship leadership to the congregation, and to structure the worship services at FPC to more fully accomplish those purposes.
- Educate and motivate the congregation by providing ways and means to connect the Sunday morning worship experience to following Jesus in the activities of daily life, including a personal devotional life.
- Create short and long-term opportunities for the faith community to become more active participants in worship, both physically and spiritually.
- Oversee the sacraments of Holy Communion and baptism, including recommending to Session when communion, baptism, and weddings should be offered or performed, as well as policies for the acceptance of, and preparation for, candidates for baptism.
- In conjunction with the Pastor and other worship leaders, plan and implement all worship services, including such activities as acquisition of, and maintenance for, items and equipment used in worship, recruitment of members as communion servers and ushers, and for special services throughout the year, and seasonal decoration of the sanctuary and Ramsey Fellowship Center.
- In consultation with the Pastor, monitor and evaluate the effectiveness of music personnel and programs and sound and video technicians.
- Provide publicity and information about upcoming events/activities to the church office and Connect Team.
- Other tasks assigned by the Session.

**Membership:**

- Two members of Session appointed by the Pastor and approved by the Session. The Elder of greatest tenure shall serve as chair and the other as vice chair
- The Pastor, and
- Up to 4 members of the congregation.

## V. CONGREGATIONAL COMMITTEE

**Nominating Committee**

**Purpose and Scope of Responsibility:** Provide to the congregation an annual list of candidates for the Session, the Board of Deacons, and the congregational members of Nominating Committee, as well as nominees for a Pastor Nominating Committee, when needed. Members of the Nominating Committee are not eligible for nomination to any office or to Pastor Nominating Committees.

**Membership:** The Nominating Committee shall be composed of an elder in active service

on the Session, who shall chair the Committee, a Deacon in active service on the Board of Deacons, and three at-large members from the congregation who are not current members of Session. The Pastor shall serve ex-officio, and without vote, on the Nominating Committee (G-2.0401).

**Length of Service:** The three at-large members from the congregation are elected by the congregation to rotating three-year terms, with one elected each year. The terms for the elder and deacon in active service may vary, depending on the number of years remaining in their terms of service, but no member may serve more than three years, and members rotating off the Session, or the Board of Deacons may not serve for at least one year after rotation off their boards.

*Approved by Session June 20, 2024*