

St. James Presbyterian Church
11970 S. Elm Street
Jenks, OK 74037

Manual of Operations

Adopted August 5, 2001
Revised September 22, 2008
Adopted December 17, 2012

Overview of Structure:

Session: 9 elders in 3 rotating classes – supervises work of standing committees, Board of Deacons, Board of Trustees, Clerk and Treasurer

Diaconate: 9 deacons in 3 rotating classes – ministry of compassion and care

Trustees of the Corporation: 3 Elder/Trustees elected by congregation for a term of 3 years, in rotating classes, who shall serve as Directors of the Corporation, signing legal documents as needed according to the Book of Order

The Session

Members of Session:

9 elders in 3 classes - 3 year terms

Meetings of Session:

There shall be 11 monthly stated meetings each year with called meetings as needed held in accordance with the Book of Order.

Quorum of Session:

A quorum of the Session shall be any 5 active ruling and teaching elders including the moderator.

Responsibilities of Session:

I. Oversee standing committees of Session:

A. **Growth and Outreach** (to invite persons into a new life in Christ within the congregation and equip members to witness in word and deed to the saving grace of Jesus Christ;)

Responsibilities:

1. Outreach to non-members and those who don't have a church home.
2. Visitation/contact with visitors: become a liaison to visitors both on Sundays and with follow-up contact
3. Enhance church visibility: advertising, media, press releases
4. Help educate the congregation in evangelism and Christian outreach to the community.
5. Introduce new members to the people and ministries of St. James, helping them find where their gifts and talents can best be utilized and expressed.
6. Work in conjunction with other committees on various events

B. **Mission** (lead congregation in participation in the mission of the whole Church in the world)

Responsibilities:

1. Educate entire congregation about mission opportunities, locally, regionally and globally.
2. Plan, organize, fund and invite participation in local, regional and global mission projects
3. Publicize and educate the congregation about the 4 denominational special offerings taken during the year (One Great Hour of Sharing, Peacemaking, Pentecost and Joy)
4. Plan and support mission trips for all ages.
5. Maintain relationship with Malawi, twinning partnership. Educate and update congregation about his relationship.

C. **Worship** (provide for the worship of the people of God; oversee the sharing of the sacraments and the music program)

Responsibilities:

1. Work with Pastor(s) to propose an annual schedule for the celebration of Communion and present to the Session
2. Insure supplies for communion are available and set-up/ take-down of communion is completed.
3. Work with Pastor(s) to plan and implement special services including set-up/ take-down of decorations, reconfigurations of sanctuary, etc for Advent, Christmas Eve, Ash Wednesday, Lent, Maundy Thursday, Good Friday, Easter, Pentecost
4. Keep up to date policies regarding weddings and funerals and propose changes to session
5. Supervise the scheduling of and training (as needed) of lay leaders/ liturgists, acolytes, ushers, sound personnel and communion servers.
6. Oversee the music program of the church in conjunction with the director of music.
7. Propose and oversee worship/ music aspects of the church's budget
8. Oversee the sound system, video recordings, etc., and keep policies up to date.

D. **Christian Education** (develop and supervise the church school and the educational program of the church: nurture spiritual growth and development within the church and the community)

Responsibilities:

1. Oversee Sunday School ministry with leadership recruiting and training, curriculum selection, providing materials and resources, making classroom space/assignments, tracking attendance (members and visitors)
2. Provide for summer Vacation Bible School experience.
3. Plan and organize special educational events in the church: Fall Kickoff Sunday, Teacher Recognition/appreciation, Commissioning of teacher, 4th Grade Bible presentation at beginning of school year, high school senior graduation recognition, Confirmation class, New Member class, Children's Church with children aged 3 yrs through 4th grade.
4. Design and implement a Comprehensive Education Plan for the church
5. Educate all people involved with children and youth in the Child Abuse and Safety policy. All children/ youth volunteers and facilitators sign this document. These documents to be kept by Head of Staff Teaching Elder or other designated Teaching Elder.

E. **Fellowship**

The Fellowship Committee provides opportunities for the congregation to deepen their relationship with God and with each other through festive interactive events both in and away from church including but not limited to: church-wide dinners, receptions, road trips, progressive dinners and athletic events.

F. **Stewardship** (developing effective ways for encouraging the offerings of the people; propose the annual budget; determine distribution policies for the church's benevolences; recommend offerings for Christian purposes)

Responsibilities:

1. Designing and proposing annual budget to the Session
2. Planning and implementing annual stewardship drive
3. Educating congregation toward holistic stewardship of all life through church-wide events and workshops
4. Recording and reporting all contributions, pledges and offerings through the Office

Manager and Treasurer

5. Annual audit
6. Reviewing bids for Insurance Policies and making a recommendation to Session

G. Personnel (employment of non-ordained staff, establish personnel policies, conduct annual review for all staff, recommend compensation for all staff)

Responsibilities:

1. Conduct annual staff reviews to review goals from the previous year and set priorities for the future. Create, maintain and interpret job descriptions for all staff positions
2. Make salary recommendations to Session
3. Serve as liaisons to individual staff members
4. Advertise and interview candidates for staff positions; make hiring recommendations to Session

H. Property (buildings and grounds oversight)

Responsibilities:

1. Designate or provide for the management of property, including oversight of the appropriate use of church buildings, and to recommend property and liability insurance coverage to protect the facilities, programs, and officers of the church
2. Review and recommend events using the church facilities; assign use of classrooms, buildings and grounds
3. Work with the Church Sexton on maintenance and repair of property
4. Propose improvement projects (i.e. landscaping master plan, major repairs, minor construction/reconstruction, capital improvements)
5. Open/Close Church on Sundays- make coffee, on/off lights, heat and air conditioning. (share cleanup of kitchen after worship)

I. Long Range Planning (to advise session on long-range goals for whole ministry of the congregation)

J. Nominating (propose men and women from among the active members for election to the office of elder, deacon or trustee, giving fair representation)

K. Columbarium (located on outside north wall of sanctuary)

Handle sales of Niches and processing all documents associated.

Provide an ongoing review to provide sufficient space in the Columbarium for purchases of current and future members of the church (e.g. two additional wings to the current cross).

Expand the Columbarium when necessary and approved by the Session, including ordering, receiving and installing the wing(s).

At a Columbarium service (1) provide for the ashes to be put in the Columbarium urn, (2) prepare the Niche for the service, (3) help where needed during the service and (4) close the Niche after the service.

Order the name plate and install on the Columbarium face plate when it arrives.

Oversee and insure the Columbarium remains in acceptable condition in coordination with the Property Committee.

(Session responsibilities continued)

II. Receive new members

III. Maintain rolls: active members, baptized members, inactive members, affiliate members

IV. Maintain registers: Marriages, Baptisms, Elders, Deacons, Pastors

V. Elect a clerk of session and treasurer annually (his/her work is supervised by Session)

VI. Instruct, examine, ordain, install and welcome into common ministry elders, deacons and trustees upon their election by the congregation

VII. Encourage every member to review the integrity with which they are involved in the ministry of the church and consider ways in which their participation in the worship and service of the church may be increased and made more meaningful. Pair with a deacon to provide care for a prayer and care group within the congregation. This encouragement can happen through the prayer and care group.

VIII. Delegate and supervise the work of the Board of Deacons and all other organizations/tasks forces within the congregation

IX. Provide for the management of property, including determination of the appropriate use of church buildings, obtaining property and liability insurance coverage to protect the facilities, programs, and officers of the church

X. Serve as commissioners to Presbytery, Synod or General Assembly when elected

Additional Officers of the Church:

Clerk of Session – an elder who may or may not be in active service.

1. Clerk attends all stated and called meetings of the Session (with voice and no vote if not presently active on the Session).
2. Clerk keeps all minutes of Session meetings and all rolls of the church.
3. Clerk processes all official records (annual report; transfers of certificate)

Church Treasurer - an elder who may or may not be in active service.

1. Treasurer may attend all meetings of the Stewardship Committee with voice and vote.
2. Treasurer may attend the beginnings of stated Session meetings to give monthly financial reports when possible (with voice and no vote if not presently active on the Session).

Trustees of the Corporation

Three (3) Elders- 3 classes- 3 year terms

These are elected by the congregation to serve as Trustees of the Corporation - may or may not be active on the Session – Each year, they need to designate President, Vice-President and Secretary/Treasurer of the Corporation.

Responsibilities:

1. Receive, hold, encumber, manage, and transfer property for the church with the approval of the congregation, the Presbytery of Eastern Oklahoma and the PC(USA)
2. Accept and execute deeds of title to such property
3. Hold and defend title to such property
4. Manage any permanent special funds (i.e. Music Endowment; Building Fund) – receive reports, keep records and report balances to Session with assistance of Church Treasurer

The Diaconate

Members of the Diaconate:

9 Deacons - 3 classes - 3 year terms

Meetings of the Diaconate:

There shall be 11 monthly stated meetings each year with called meetings as needed held in accordance with the Book of Order.

Quorum:

A quorum of the Diaconate shall be any 5 active deacons.

The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ, known as the ministry of compassion. 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 both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the Session.

Responsibilities:

1. Care of the homebound/special needs members
2. Crisis ministry (hospital, illness, death, etc.)
3. Pair with an elder to provide care for a specific prayer and care group within the congregation
4. Report to the Session at its stated meetings by way of minutes included in the Session packet or by deacon-representative to the Session
5. Providing Communion to the home-bound
6. Leading worship monthly at Grace Living Center
7. Leading and implementing outreach ministries to the community (e.g. Shoe Ministry in cooperation with Green Country Foster Children's program, Winter coat ministry)