

April 2012

POLICY MANUAL FOR MINISTRIES OF THE
NEWNAN PRESBYTERIAN CHURCH

(Each Ministry is Chaired by an Active Elder, or by Two Active Elders.)

- I. EDUCATION MINISTRY
- II. FELLOWSHIP/RECREATION MINISTRY
- III. FINANCE/PERSONNEL MINISTRY
- IV. LONG RANGE PLANNING/CAPITAL FUNDS MINISTRY
- V. MEMBERSHIP MINISTRY
- VI. OUTREACH MINISTRY
- VII. PROPERTY MINISTRY
- VIII. SENIOR ADULT MINISTRY
- IX. WORSHIP MINISTRY
- X. YOUTH MINISTRY

COGGIN CHRISTIAN EDUCATION ENDOWMENT FUND MINISTRY

NPC ENDOWMENT FUND MINISTRY

JW JOHNSON SEMINARY ENDOWMENT FUND MINISTRY

I. EDUCATION MINISTRY (Chaired by an Elder)

I. Education Ministry

- A. Church School program
- B. Vacation Bible School.
- C. Extended Session.
- D. Educational materials.
- E. Officers' Retreats and Seminars.
- F. Church Library.
- G. Summer Intern Program (Supervised Ministry Program).
- H. Graduate gifts.
- I. Catechism Class.
- J. Confirmation Class and Distribution of Bibles.
- K. Preschool Program.
- L. . Support member(s) of NPC who is attending seminary.
- M. Family Night Supper program.
- N. Easter Egg Hunt.
- O. Christmas party for children.
- P. Promotion Sunday.
- Q. Christian Education Sunday.
- R. Worship Preparation Class.
- S. Carry out goal of Long-Range Planning. (Teach more Bible.)
- T. Camps and conferences.
- U. Coggin Christian Education Ministry Fund.
- V. JW Johnson Seminary Endowment Fund
- W. Nurseries

I. EDUCATION MINISTRY (Chaired by an Elder)

A. Church School program

1. Assess the Sunday School program on an annual basis.
2. Obtain Sunday School Superintendent and Vice-Superintendent for Sept. through August. (If the Vice-Superintendent is willing to be the Superintendent the following year the programs runs more smoothly.)
2. The Sunday School Superintendent has the following responsibilities:
 - a. Attend Education Ministry Meetings (2 to 3 a year)
 - b. Work with Associate Pastor to develop curriculum for Sunday School
 - for the regular school year
 - for summer
 - c. Secure teachers for Sunday School year and summer.
 - d. Work with Associate Pastor to plan teacher training.

(In the past, this has been most successfully accomplished during the Sunday School hour.

The Youth "taught" the classes while the teachers attended training.)
 - e. Monitor curriculum and distribute to teachers.
 - f. Keep teachers up to date on any special programs going on in the life of the Church that would impact their Sunday School lesson or time.
 - g. Recognize teachers for their year of service (early May).
 - h. Purchase and distribute Sunday School snack (no drink).
 - i. Maintain Sunday School rolls and take Sunday School attendance weekly
 - j. Count Sunday School offering weekly and turn it in to the Church Office.
 - k. Present Sunday School attendance awards – quarterly and annually.
 - l. Plan Promotion Sunday with Education Ministry.
 - Youth promotion Sunday held in August.
 - Adult "promotion" Sunday held in September in conjunction with Christian Education Sunday.
 - m. Serves as a member of the Officers' Nominating Committee.

B. Vacation Bible School

1. Assess the Vacation Bible School program on an annual basis:
2. Obtain a person to coordinate the Vacation Bible School and an assistant coordinator, who becomes the coordinator the next year. This program has the following responsibilities:
 - a. Determine a date for the Bible School.
 - b. Notify the congregation of the date and place of Bible School.
 - c. Obtain teachers for Vacation Bible School.
 - d. Obtain nursery attendant for teachers' babies, if needed.
 - e. Obtain music teacher.
 - f. Obtain a person to be responsible for refreshments.
 - g. Obtain a person to coordinate some recreational time for the children.
 - h. Obtain helpers from the Sr. High Youth in the Church.

- i. Ensure the availability of Bible School literature prior to Bible School. The Session approves the materials.
- j. Obtain any necessary supplies. (These should be paid for by the Ed. Ministry).
- k. Be available during Bible School to insure all classes have teachers and to handle any questions or problems.
- l. Coordinate a program for the last day of Bible School.
- m. Distribute registration forms and permissions slips if necessary.

C. Extended Sessions.

- 1. Obtain persons to coordinate Extended Session. (3 & 4 year olds, K-1st Grade) This person has the following responsibilities:
 - a. Schedule Extended Session attendants from the congregation. We have at least one attendant per Sunday. We rotate through all parents.
 - b. Notify the Church Secretary of the Extended Session attendants so she can put it in the Bulletin.
 - c. Ensure that the attendant is available each Sunday.
 - d. Work with the Associate Pastor on a curriculum for Extended Session.

D. Educational Materials

- 1. Work with the Sunday School Superintendent and the Associate Pastor on selection of Sunday School literature.
- 2. Work with the Vacation Bible School coordinator on selection of literature for Bible School.
- 3. The Associate Pastor reviews the Sunday School literature once a year and makes recommendations to the Session for the following year.

E. Officer Retreats and Seminars.

Plan and coordinate the yearly Officers' Retreat and plan refreshments for it.

F. Church Library

Obtain a person to maintain the Church Library during the year. This person has the following responsibilities:

- 1. Obtain new books for the Library as necessary.
- 2. Catalog new books for the Library.
- 3. Ensure that Library books are returned and placed in the proper location in the Library.

G. Assist with Summer Intern Program (Supervised Ministry Program)

- 1. Insure that at least one person from the Ed. Min. serves on the Supervised Ministry.
- 2. Assist the Minister in selecting a person for the Supervised Ministry.

H. Graduates Gifts.

Obtain and present the gifts for graduates in the spring.

I. Catechism Class.

Each year determine when and to whom the Catechism Class is offered. (Most recently we have used "Belonging To God: A First Catechism")

J. Confirmation Class and Distribution of Bibles

1. Set dates for Confirmation Class.
2. Promote class in Newsletter and Bulletin.
3. Prepare curriculum for class.
4. Class taught by Assoc. Pastor, Pastor, and volunteer from Membership Ministry
5. Set date for session to meet with class.
6. Obtain Bibles for class graduates.

K. Preschool Program

1. Associate Pastor and Education Chair serve on the Advisory Board.
2. Oversee financial reports of preschool.
3. Plans preschool graduation Family Night Supper.

L. Support any member of NPC who is attending Seminary

1. Be in touch with student(s).
2. Communicate with Session pertinent needs.

M. Family Night program

1. Responsible for children at Family Night Suppers once a month, at request of Fellowship/Recreation Ministry.

N. Easter Egg Hunt

O. Christmas party for children

P. Plan Promotion Sunday (students promoted to new classes)

Q. Plan Christian Education Sunday (highlights adult education)

R. Worship Preparation Class

1. Conduct workshops for children on Apostles' Creed, Lord's Prayer, Sacrament of the Lord's Supper, etc. (targets 2nd graders)

S. Carry out goal of Long-Range Planning (Teach more Bible)

T. Camps and Conferences (Including Calvin Center)

1. Promote and encourage attendance to Presbyterian Camps and Conferences.

U. Coggin Christian Education Fund Ministry

1. The Education Ministry Chairperson serves on the Coggin Christian Education Fund Ministry.
2. Meetings are to be held no less than semi-annually.
The first meeting is to be the 3rd Sunday in February.

V. JW Johnson Seminary Endowment Fund Ministry

1. The members of the Education Ministry are trustees of the fund and are responsible for investment decisions concerning the fund, determining the amount of the scholarship to be awarded (following fund guidelines), and for awarding the scholarship to the summer intern.
2. Review of fund's performance and the determination of the award for the summer intern should be done at a February but not later than March Educational Ministry meeting.

V. Nurseries

1. Coordinate/supervise nurseries for regular and special events
2. Associate Pastor shall be staff person responsible for nursery/nursery attendants

II. FELLOWSHIP AND RECREATION (Chaired by two Elders)

II Fellowship and Recreation

A. Family Night Suppers

B. Annual Church picnic

C. Joy Gift Dinner

D. Sports and athletic teams

E. Church-wide fellowship/recreation activities

F. Paper-products for Meals

II. FELLOWSHIP AND RECREATION (Chaired by two Elders)

A. Family Night Suppers

1. Wednesdays, September through May
2. Plan food (e.g. potluck, catered, pizza)
3. Coordinate programs (about once a month, adults only, once a month child/family friendly)
4. Communicate needs for help with children's activities & nursery care to Education Ministry.

B. Annual Church Picnic

1. Select date and place (currently Sunday after Labor day at member's home).
2. Publicize
3. Plan meal.
4. Arrange for an recreational activities
5. Set-up/take down: chairs, tent, sound system, tables, etc.
6. Pastors plan and lead worship service at picnic.

C. Joy Gift Dinner

1. Select date (early December, has been Sunday, but may move to Wednesday).
2. Coordinate with Choir or other group regarding program.
3. Plan & coordinate meal.

D. Sports & Athletic Teams: Act as contact for church league sporting activities.

E. Church-wide fellowship/recreation activities

1. Coordinate activities as needed/requested
2. Could include day trips or retreats.

F. Paper Products for Meals

1. Inventory cups, plates, napkins, etc. and order as needed.
Orders should be made by the Co-Chairs or with their approval to stay within the budget guidelines.

III. FINANCE/PERSONNEL MINISTRY (Chaired by an Elder)

III. Finance/Personnel Ministry

A. Finance Ministry

B. Finance Administration

C. Church employees

D. Personnel Administration

E. Maintain job descriptions and pay history in Church Office

III. FINANCE/PERSONNEL MINISTRY (Chaired by an Elder)

A. Finance Ministry

1. Preparation and oversight of annual operating budget
 - a. Request and receive budget proposals from Ministry chairs by Nov. 15th
2. Reporting of Budget status to Session by Dec. 15
3. Annual Stewardship Campaign
 - a. Appoint a Stewardship Chair (Chairs)
 - b. Set beginning and completion dates
4. Upon Session approval of budget present to congregation
5. Reporting to Session (monthly) and congregation (annually) financial status
6. Responsible for deposits of money after each service and to place in Night Depository
7. Responsible for proper investment and control of all non-capital funds

B. Finance Administration

1. Coordinate with Property Ministry for ensuring adequate property and liability insurance
2. Coordinate with Property Ministry the care and upkeep of all Church property

C. Church Employees

1. Assist in hiring all Church employees except the Pastors
2. Reporting salary changes to accountants (with breakdown of Pastor's salaries and allowances).
3. Giving salary changes to Secretary (or person in charge of bookkeeping), especially the breakdown of Pastors' salaries and allowances. (This information is needed in several reports to Presbytery and Board of Pensions).

D. Personnel Administration

1. Salary reviews
2. Performance appraisals
3. Fringe benefit considerations
4. Meeting with Pastors and employees to discuss problems and/or concerns
5. Other personnel duties

E. Maintain job descriptions and pay history in Church Office

1. Maintain and update all job descriptions
2. Maintain pay history

IV. LONG RANGE PLANNING/CAPITAL FUNDS MINISTRY (Chaired by an Elder)

IV. A. Long Range Planning

1. Develop and implement goals and objectives for 1-2 years and 5-10 years.

B. Capital Funds

1. Organize any capital fund drive necessary.
2. Manage outgoing pledges, collections, and financing of capital funds projects.
3. Invest capital funds.
4. Report status of accounts and fund drives to Session and Congregation.
5. Ensure timely payments of any capital project financial obligations.

IV. LONG RANGE PLANNING/CAPITAL FUNDS MINISTRY (Chaired by an Elder)

A. Long Range Planning

OBJECTIVE: To develop and implement goals and objectives for 1-2 years and 5-10 years.

1. There is no standard operating procedure because of the diversity of projects that this ministry is assigned or creates.
2. The most important task is to provide the proper forum for open and creative thinking by the Church Officers and other interested Church members in developing a list of "goals and dreams" of the future. These "goals and dreams" then need to be prioritized and assigned to the appropriate ministry.
3. The forum used in the past to accomplish the above has been a joint officers meeting led by a facilitator, who may be an outsider (such as another Church minister or a Presbytery staff member). There may be a need for two or three meetings to eventually get down to a workable list of projects.
4. Each year the long range plans of the Church should be reviewed - modified, added to, re-prioritized, reassigned, etc.
5. There will be several projects that do not properly fit under a standing ministry because of the general nature of the project, the long term investigation required, or other factors. These "major" projects are then given to the LRP Ministry for study.
6. The LRPC should consist of a good cross section of the congregation - officers, new and older church members, men and women. All members should be people that are willing and ready to work. There is a necessity that some members are capable of making convincing written and oral presentations to the congregation. This is necessary to "sell" some new ideas to a congregation that may not realize that some changes or new programs are needed.
7. There are usually several projects being worked on simultaneously. The best way to accomplish multiple projects is to assign sub-ministries to each task. Additional members of the church (non-ministry members) can be added to these sub-ministries as needed. Sub-ministries should have "strong" chairs to see a project thru to the point of recommendation to the Session and even to the congregation for approval, if necessary.
8. Meetings of LRPC are necessary to
 - a. Establish priorities
 - b. Make assignments
 - c. Act as a sounding board for sub-ministries
 - d. Coordinate and implement action plans.

B. Capital Funds

B1 ORGANIZE ANY CAPITAL FUND DRIVE NECESSARY

1. Formation of a capital fund drive requires Sessional approval, which the chairman of the LRP/Cap. Funds Ministry (an Elder) is responsible for obtaining.

2. Congregation needs to be sold on the need for a capital fund drive before it is attempted. This requires careful planning and timely written and oral communication with the Church membership and congregation. The project requiring capital funds needs to be presented well before the funds drive is to begin. There must be time for the membership to study the material presented and to have opportunities to ask questions for full understanding. Until the Church membership believes that a capital fund campaign is necessary, the project will have little chance of succeeding.

3. Once the congregation is sold on the necessity for the capital fund drive, several key decisions must be made.

a. Should the money be raised before the project(s) is begun or should the money be borrowed from a lending institution and paid back as contributions are made? One factor that will help make this decision is how well is the church meeting its operating budget? How much capacity is there in the Church to raise money?

b. Over what period of time will the fund raising be held? The shorter the time period, the better.

c. What is the best time of the year to kick off the drive? It should not be on Sundays surrounding school holidays, during summer vacation, during Stewardship season, etc.

4. Materials required:

a. Pledge cards

b. Progress charts (to be visible to the congregation)

c. Follow-up letters

d. Separate set of accounting books prepared before the kickoff; Church bookkeeper trained in how to handle pledges, donations, changes in pledges, etc.

e. Monthly statement format developed; this statement should be presented to the Session and Diaconate monthly. Summary should be presented in the Church newsletter periodically, weekly during pledge period and at least quarterly during the life of the fund drive.

B2 MANAGE ONGOING PLEDGES, COLLECTIONS, AND FINANCING OF CAPITAL FUND PROJECTS

1. Solicit pledges from all members of the church including new members.

2. Remind people who have made pledges but are delinquent in their payments. This is usually done thru the Church Secretary in the form of a "general" letter and in newsletter reminders. In the past it has been our policy to maintain the confidentiality of individual pledges and contributions with only the Church Secretary or bookkeeper and the Church Treasurer seeing this data.

3. If outside financing is needed, this ministry is responsible for shopping the market and borrowing the necessary funds to the best advantage to the Church. (Local banks have been very competitive to get our Church's business. They realize that a lot of their customers are members.) Loans should be obtained that have no prepayment penalty. Loans are typically paid off early.

4. Legal documents involving financing arrangements must be signed by Officers of NPC, Inc.

B3 INVEST CAPITAL FUNDS

1. Cash balances should be invested in the most attractive safe instruments possible. These have usually been money market accounts, Certificates of Deposit, and interest bearing checking accounts.

2. Separate accounts should be established for each new fund drive to simplify accounting to maintain fiscal responsibility.

3. Remember to match the maturity on an investment with the need for cash on the project being financed.

4B4 REPORT STATUS OF ACCOUNTS AND FUND DRIVES TO SESSION AND CONGREGATION

1. This should be presented to the Session via a complete monthly financial statement. The Chair by virtue of his, or her, Office of Elder would normally make this report and should be prepared to answer questions regarding the statement.

2. A summary statement should be reported to the congregation on a periodic basis. Normally it would contain the following:

YEAR TO DATE

TOTAL PROJECT

Total Pledges

Total Received

Balance

B5 ENSURE TIMELY PAYMENTS OF ANY CAPITAL PROJECT FINANCIAL OBLIGATIONS

1. Timely repayment of loan balances and interest charges are the responsibility of this ministry. These payments are normally made by the church treasurer.

2. Income to the capital fund usually exceeds pledges thru donations that were not pledged and over-and above gifts. Therefore, prepayments of loan balances can usually be made as cash balances build up. Remember, however, that certain minimum cash reserves should be maintained to cover for periods of low income, such as during summer vacations. We normally maintain a 2-3 month payment balance in cash. Extra principal payments are made as cash balances exceed the minimum that is pre-established. The church treasurer should obtain approval from the Chair of the capital fund ministry before making additional principal payments.

3. In case of an inability to make a required payment, remember that banks don't repossess churches. It is bad for their business. Compromise can always be reached.

V. MEMBERSHIP MINISTRY (Chaired by two Elders)

V. Membership Ministry

A. ChristCare

B. Care Notes

C. Bulletin Board

D. Cards to Homebound Members

E. New Member Socials

F. Confirmation Class

G. Prayer List

H. Greeters

I. Pictorial Directory

J. Prospective Member Welcome & Visitation

K. Welcome Package to New Members

L. Church Rolls

M. New Member Lunch/Dinner with the Senior Pastor

N. Homebound Members' Special Care

V. MEMBERSHIP MINISTRY (Chaired by two Elders)

A. CHRISTCARE –

ChristCare Groups are gatherings of 3 – 12 people who meet on a regular basis in order to grow as Jesus' disciples by participating in 4 activities: Community Building and Care, Prayer and Worship, Biblical Equipping, and Missional Service. They are led and trained by a supervised group leader, and recovenant every 6 months.

1. A ChristCare Equipper shall be a member of Membership Ministry
2. Budget for training of group leaders and equippers, and supplies

B. CARE NOTES –

Booklets to help ease the pain and suffering.

1. Maintain display stands in the Fellowship Hall, Narthex, and Youth Room.
2. Order new Care Notes periodically (The Membership Ministry receives catalogs)

C. BULLETIN BOARD –

1. Maintain the bulletin board in the hallway with new members' photos to help introduce them to the congregation.
2. Post newspaper clippings and old and new photos to tell of all members' activities in and around the community.

D. CARDS TO HOMEBOUND MEMBERS –

1. Send "Thinking of you" cards, Christmas cards, Birthday cards, etc. to our homebound members.

E. NEW MEMBER SOCIALS –

1. Organize periodic occasions at the church (Lemonade on the Lawn) or in members' homes to welcome and honor our new members. (Requires a set-up on the lawn or in the Fellowship Hall and consists of lemonade, coffee, light snacks/hors d'oeuvres.)

F. CONFIRMATION CLASS –

1. Assist the Pastors with the Confirmation Class.
2. Organize the luncheon for the class, parents, sponsors and Pastors. Requires a set-up in the Fellowship Hall and lunch preparation.

G. PRAYER LIST –

1. Keep Pastors and Membership Ministry Chair informed of Church members' concerns.
(Through our ministry activities, should any concern or need arise, it is the Membership Ministry's responsibility to make the Pastors aware of this.)

H. GREETERS

1. Find volunteers to serve as greeters
(Greeters welcome visitors and members before Sunday morning worship, normally at the front steps to the Church.)

I. PICTORIAL DIRECTORY –

1. Coordinate creation of the pictorial directory (every 3 years or so)
 - a. obtain a pictorial directory company
 - b. Form a sub-committee to work as a team in carrying out plan

J. PROSPECTIVE MEMBER WELCOME & VISITATION –

1. The Pastor normally handles the initial visit of the prospective member.
2. After the initial visit, the prospective member is contacted by a member(s) of the Membership Ministry to welcome him/her to NPC and to answer any questions they may have about the Church.

K. WELCOME PACKAGE TO NEW MEMBERS –

1. Present Welcome Package to new members.
2. New member will join on the third Sunday of each month unless otherwise specified.
3. Call the church office the week preceding that Sunday to arrange package and be sure there is film for the camera.
4. Photograph new member(s) for bulletin board.

L. CHURCH ROLLS –

1. Review church rolls annually.
(The annual review of the church rolls, as stated in the Book of Order, requires that the Membership Ministry contact those inactive or out-of-town members to ascertain if they wish to remain inactive or have joined another church. If they are inactive, we must do what we can to help them become active again. The main emphasis is to encourage inactive members to become more involved in the Church again, and to assist them in this process.)

M. NEW MEMBER LUNCH/ VISITOR DINNER WITH THE PASTOR –

1. An occasional lunch or dinner at the Senior Pastor's home to welcome and honor new members.
(Requires coordination, preparation of lunch or dinner, "set-up", and "take-down".)

N. HOMEBOUND MEMBER SPECIAL CARE

1. One member volunteers to provide special care for one person on our Homebound Members List.
 - a. Ideally, there will be one Membership Ministry member for one Homebound Member.
 - b. Suggestions would include visitation, cards and letters, errands, rides, etc.

VI. OUTREACH MINISTRY (Chaired by two Elders)

VI. Outreach Ministry

- A. Determine best use of Church's benevolence budget
- B. Responsible for prospective Witness Season programming
- C. Coordinate those outreach programs that require members' time and talents (Food Pantry, PATH, Habitat, Inter-Ethnic Center, Coweta Samaritan Medical Clinic)
- D. Presbyterian Women
- E. Coordinate Monthly Mission Offerings (2nd Sunday Mission Offerings)
- F. Support of our missionaries and our Sister Churches
- G. Magic Makers
- H. Merida
- J. NPC Endowment Fund Ministry

VI. OUTREACH MINISTRY (Chaired by two Elders)

A. Determine best use of Church's benevolence budget (after budget 2nd Sunday Benevolence Offering)

1. Outreach Budget - The amount of money allocated from the Church's Operating Budget by the Finance/Personnel Ministry for the Ministry's use in a calendar year, to use for Outreach projects. (The Finance/Personnel Ministry meets in October to determine the budget of the following calendar year.) The Finance/Personnel Ministry Chair will request input from the next Outreach Chair in preparation for the following year's budget. (The year runs from Jan. 1 to December 31.)
2. Budgeted Benevolences - The amount of money allocated from the Church's Operating Budget by the Finance/Personnel Ministry for charitable acts and standing presbytery taxes. The Finance/Personnel Ministry Chair will request input from the next Outreach Chair, the pastors, other ministry chairs.
3. Sub-Committee on Discretionary Benevolences - An amount of money allocated from the Church's Operating Budget by the Finance/Personnel Ministry for emergency use in a calendar year. The Outreach Ministry Chair will appoint a Sub-Ministry Chair who will fully research all requests for assistance in an emergency situation to Sub-Ministry members who will be - Outreach Chair, any Outreach Ministry Deacons and Elders, and 2 volunteers from the Outreach Ministry. (An example of such emergency relief would be a NPC contribution for Tornado Relief.) All benevolence requests will be presented for the Session for approval.

B. Responsible for prospective Witness Season programming

1. The month of February has traditionally been Witness Season at NPC. A program of special speakers is often planned by members of the Outreach Ministry, in consultation with the Pastor. This program or programs may change from year to year, but should be planned in February for the FOLLOWING February's Witness Season. Ministry members should be sensitive to the congregation's spiritual needs in planning this program.

C. Coordinate those Outreach programs that require members' time and talents

1. FOOD PANTRY - A community, volunteer-staffed pantry where packaged food is distributed to the needy in the Coweta area. The Pantry is located at the Newnan-Coweta County Community Food Pantry on Beavers St. and is supported by many local churches, including NPC, who provides money, food, and volunteers for staff support.
2. PATH - (Presbyterians Answer to Hunger) This is a denominations-wide program to address world hunger.
3. Habitat For Humanity
4. Inter-Ethnic Center
5. Coweta Samaritan Medical Clinic

D. Presbyterian Women

1. All female members of the congregation of NPC are members of Presbyterian Women. This organization elects a Moderator, who serves as a member of the Ministry. Other

Presbyterian Women who serve in this Ministry include those women in charge of the other PW mission programs.

E. Coordinate Community Programs Held in our Facilities (e.g., AA, NA, Scouts, Alliance for Mentally Ill)

1. The Outreach Ministry determines, with recommendations from the Session and the Diaconate, which community groups will be designated as outreach groups which use the NPC facilities without charges to those groups, as indicated in the Official Policy for Church Use. Such groups will change from time to time based upon community needs. Examples of this type are: Boy Scouts, Alcoholics Anonymous, etc.

The Sub-Ministry will fully research all requests by community groups to become a "Church Sponsored Outreach Group" and will make recommendations to the Outreach Chair, who will present those to the Session for approval: The Outreach Chair will appoint a Sub-Chair.

F. Coordinate Monthly Mission Offerings

1. Offerings taken in the Church collection plate, once per month on the Second Sunday of each month. (It has been the policy of the Session of NPC to limit offerings to one each month.) The Outreach Ministry will decide what the offering will be one year ahead of time, for the following calendar year. Some offerings are denomination-wide, meaning that Presbyterians nation-wide participate in these mission offerings. The Chair should consult with the Pastor ahead of time to determine these Offerings, prior to the full Outreach Ministry meeting. The Chair will present a list of 12 offerings to the Session at the January Session meeting for offerings February thru January.

G. Support of our Missionaries and Sister Churches

H. Magic Makers - Locate a volunteer to coordinate the selection of recipients of this year's Magic Makers Program. This volunteer will also be responsible for distribution of gifts and money collected for this program.

I. Merida Mission Trip

J. NPC Endowment Fund Ministry

VII. PROPERTY MINISTRY (Chaired by two Elders)

VII. Property Ministry

- A. Maintain all Church physical property
- B. Coordinate movement and use of Church property and setting up for special activities
- C. Secure Church building (includes supervision of distribution of keys)
- D. Coordinate with Finance/Personnel Ministry proper insurance coverage on all Church property
- E. Custodial Services - Sub-Ministry of this ministry
- F. Review charges for use of facility annually
- G. Maintain Service Contracts

VII. PROPERTY MINISTRY (Chaired by two Elders)

A. Maintain all Church physical property

1. This category includes all buildings, grounds, objects and materials which make up the church assets.

a. WORKLIST - Maintained by the Property Ministry Chair and updated continually as items are discovered which require attention. The worklist is reviewed by the Property Ministry at the monthly ministry meeting.

b. ASSIGNMENT OF BIDS - Any work which requires payment for services which are initiated by the ministry require approval by the Chair or Vice-Chair of the Property Ministry or the Session. Payments for services which exceed budgeted monthly spending should be reviewed with the Session prior to assignment of a purchase agreement. Spending within budgeted amounts do not require Session approval.

c. BUDGETING - documentation of budgeted expenditures related to property matters is to be submitted annually to the Finance Ministry during the formulation of the budget.

B. Coordinate movement and use of church property and setting-up for special activities.

1. OUTSIDE THE BUILDING - 2 weeks notice is required to provide time for organization of volunteers

2. INSIDE THE BUILDING - 2 weekday notice is required.

C. Secure Church building

1. DISTRIBUTING OF KEYS - Request for additional keys are to be communicated with the Property Ministry Chair through the Session. The Property Ministry Chair is to coordinate the issuance of a key and updating of the key owners log by the Secretary. The list of persons with keys is to be reported to the Session in January and June meetings.

D. Coordinate with Finance/Administration Ministry proper insurance coverage on all Church property.

E. Custodial Services - Sub-Ministry

F. Review charges for use of the facility annually.

1. SCHEDULE - review as needed. If no requests are received, review and publish to the Session in the March meeting.

G. Maintain service contracts

VIII. SENIOR ADULT MINISTRY (Chaired by an Elder)

VIII. SR. ADULT MINISTRY

- (1) Plan activities
(social, mission)
- (2) Supply resources
(community, healthcare)
- (3) Participate in Presbytery events
 - Coordinate w/SAM & PC(USA) program for aging
- (4) Coordinate with Deacon for Srs.
- (5) Organize support for specific needs
(respite care, yard work, rides)
- (6) Encourage intergenerational activities
- (7) Enable participation in worship

IX. WORSHIP MINISTRY(Chaired by an Elder)

IX. Worship Ministry

A. Work closely with NPC Pastor(s) and Ministry Members to further the mission of "singing praises to our Lord, baptizing into the faith and breaking bread together." (NPC Mission Statement)

B. Coordinate following activities

1. Communion
2. Advent decorations and candlelighting
4. Music - adult and children choirs

C. Oversee and make available

1. Pulpit supply
2. Organ supply
3. Paraments
4. Pew supplies
5. Sanctuary flowers
6. Lent and Advent booklets

D. Weddings

E. Coordinate special worship services

IX. WORSHIP MINISTRY(Chaired by an Elder)

A. Work closely with NPC Pastor(s) and Ministry Members to further the mission of "singing praises to our Lord, baptizing into the faith and breaking bread together."

1. Ministry meetings will be held quarterly at the convenience of the Pastor(s).
2. Church volunteers for many Ministry tasks are necessary for regular worship to run smoothly and efficiently. The Chair and Pastor(s) will work together with a goal of matching our members' time and talents with tasks to further the goal of regular worship services. These member volunteers will be asked to participate in all meetings of the Ministry.
3. With input from all Worship personnel and Ministry members, establish a budget for the Worship Ministry.
4. Ushers (Usher Duties attached)

B. Coordinate the following activities:

1. Communion - A schedule of dates is prepared and a copy sent to persons responsible. Paraments are white for communion. The trays and plates, chalice and silver pitcher are kept in boxes in the kitchen closet. Six trays are filled with grape juice but on Easter eight trays are needed. Six plates are used. Two loaves of unsliced white bread are ordered ahead of time on Friday to be picked up on Saturday from Kroger. Cut each loaf in three pieces. Put some grape juice in silver pitcher. A special portable communion set is in the Pastor's office for serving communion to shut-ins.
2. Advent - All Advent decorations for the sanctuary, including donation of poinsettias, are coordinated by the Worship Ministry. An advent wreath is available. Two sets of pink and purple candles and one large white candle may be ordered in November. The Ministry selects Church members to give a short devotional and pray and light each advent candle on five advent Sundays. Pastors may provide liturgy for lighting of Advent wreath. Advent devotional booklets for each church family are ordered by the Church Secretary in September. These are placed in each narthex before the advent season.
3. Music - Adult and Children's Choirs. Find out from the Music Director how much will be needed in the budget for supplies and choir robes. Find out from the Children's Choir Director how much will be needed for supplies. Volunteers may be needed to direct the Children's Choirs.

C. Oversee and make available:

1. Pulpit supply - At request of pastor, recommend to Session names and dates for guest preachers.
2. Organ supply - When the Organist is sick or out for other reasons, a list of available Organists should be available for the Church Secretary to contact.
3. Paraments are changed according to the Church calendar. These paraments are stored on a special rack in the upstairs room (3rd floor).

4. Pew supplies - Locate a volunteer to keep pew supplies (pencils, envelopes, visitors cards, etc.) neat and available. We need to replace hymnals occasionally and acquire new ones as the Church grows.

5. Sanctuary Flowers - A volunteer is needed to handle flowers for special occasions. The Church has a commitment to place Easter lilies in the sanctuary each Easter in memory of Mike Powell as part of a donation from the family. These are placed on the grave after the service. At Easter and Christmas, donations of Easter lilies and Poinsettias are accepted with memorials printed in the bulletin.

6. Lent booklets are ordered for each Church family and placed in each narthex before Lent.

D. Weddings

- a. Coordinate and obtain approval from the Session for all weddings scheduled in NPC sanctuary
- b. Maintain and administer wedding policy
- c. Review wedding policy annually

E. Coordinate special worship services

1. Advent
 - a. Joy Gift
 - b. Christmas Eve
2. Lent
 - b. Ash Wednesday
 - c. Maundy Thursday
3. Healing/Wholeness Services

NEWNAN PRESBYTERIAN CHURCH
USHER DUTIES

We have scheduled a team of six ushers, one or two representing the youth of the Church to serve for one month. One usher has been identified as the head usher. If an usher finds it necessary to be absent on a particular Sunday, it is that usher's responsibility to find a replacement and inform the head usher who will notify the Church Secretary for proper printing in the Bulletin.

DUTIES OF THE HEAD USHER

1. Arrive in the sanctuary at least fifteen minutes prior to the service, for both services if two are scheduled.
2. Assure that all ushers are present. If additional ushers are needed ask for volunteers from the congregation, preferably persons who are there without family.
3. Check to see that programs are distributed to both sides and at the entrance from the Sunday School on the Salbide side.
4. Make a count of the attendance and fill out the form provided.
5. Make sure the collection is collected after the service and lock it up in the file cabinet in the office.
6. Open the overhead door in the rear and the balcony if additional sitting is required.

DUTIES OF OTHER USHERS

1. Arrive at least fifteen minutes prior to the service, both if two are scheduled.
2. Position yourselves so that three serve each side of the Church.
3. Close the swinging doors during the first hymn and open them at the last hymn.
4. Assist in the collection, two for each main aisle and one for each side aisle.

X. YOUTH MINISTRY(Chaired by an Elder)

IX. Youth Ministry

- A. Develop programs and schedule for the year
- B. Provide a nurturing prayer ministry with and for our youth
- C. Communicate theological basis and goals for the youth program
- D. Communicate and advocate for youth in congregation

9. YOUTH MINISTRY (Chaired by an Elder)

X. Youth Ministry

A. Develop programs and schedule for the year

1. Work closely with Associate Pastor and Youth Assistant Directors in planning and implementation

- a. Hold beginning meeting to solicit program ideas from ministry members, parents, & youth.
- b. Recruit, interview, recommend for hire and evaluate Youth Assistant Directors

2. Regular Sunday program

- a. Consisting of separate Jr./Sr. Program and recreation with joint meal
- b. Recruit volunteers as needed
- c. Assign meal responsibilities to parents of Youth

3. Special Programs

- a. Souperbowl Sunday in January
 - Youth select charity to support
- a. Special Program during Advent
 - for Joy Gift or Family Night Supper
- c. Youth Sunday in May
 - Youth conduct 8:30 A.M. and 11:00 A.M. services

4. Fund-Raisers & Service Projects

- a. Fund-raisers: meals, car washes, yard sales
- b. Service Projects: Superbowl, Hunger Walk, Home-Bound visits, yard work, children's activities
- c. Permission must be granted by Session for all fund-raising activities
- d. Keep track of service points earned and spent
 - Youth will earn service points by participating in fund-raisers or service projects
 - Youth Ministry assigns monetary value to points, depending on available funds
 - Service points may be used to defray cost of youth trips and projects

5. Field Trips and Camps

- a. Adequate chaperones of appropriate gender
- b. Parental consent forms and waivers of liability kept in Church Office
- c. Coordinate plans for youth attending Montreat, Calvin Center or other

facilities

d. Trips have included: Ski trip, Whitewater rafting, Cave overnight, Lock-in at a homeless shelter,

Ice-skating, bowling, Water skiing

B. Provide nurturing prayer ministry with and for our youth

1. Incorporate seniors in the congregation
2. Develop & coordinate ChristCare group ministry among youth

C. Communicate theological basis and goals for the youth program

Five Intentions of Presbyterian Youth Connection

1. To call young people to be disciples of Jesus Christ.
2. To respond to the needs and interests of young people.
3. To work together in partnership, young people and adults.
4. To be connected to the whole church, community and world.
5. To be inclusive of all young people.

D. Communicate an advocate for youth in congregation

1. Include Youth representatives on Youth Ministry Nominating Committee, Pastor Nominating Committee, and on other Ministries as appropriate

COGGIN CHRISTIAN EDUCATION ENDOWMENT

FUND MINISTRY

The Coggin Christian Education Endowment was established in 1999 with the mission of providing funds which could be used to enhance and expand the Christian Education Programs of the Newnan Presbyterian Church. At the time of its creation a set of covenants were established which govern the use and disbursement of proceeds from the Endowment. The terms and conditions outlined in the covenants were proposed by us and accepted by representatives of the Session. Among other stipulations, the use of any portion of the fund to cover the day-to-day operation of the church or building programs is prohibited. Copies of these Covenants are available in the Church Office, and you are encouraged to review them.

We have been so blessed in so many ways during our lifetime we wanted to renew our commitment to Christ and share the benefits of our blessings today and for years to come. Bob was motivated to establish the Endowment after reading about Elias Boudinot, a statesman, Presbyterian Elder and signer of the Declaration of Independence. Mr. Boudinot was a creator of the Boudinot Book Fund, established in 1821 to supply religious reading material to "weak and feeble" congregations. While the initial amount donated by Mr. Boudinot was relatively modest, it still today serves the purpose specified by its donor. Based on the balance in the fund, it will do so for many years to come. Our aspirations for the Endowment are very simple; we hope it will do as much good work as Mr. Boudinot's Book Fund and will be an inspiration to others.

We are confident that the Session and the Committee managing the Endowment will welcome your suggestions as to how the money should be used, after all the Endowment belongs to the members of the Newnan Presbyterian Church.

ENDOWMENT FUND MINISTRY

1) Endowment Fund Ministry-

Seven persons appointed by the Session.

All members must be active members or on the staff of NPC.

Two members shall be active officers, at least one, an active Elder.

Current Endowment Fund Ministry Members

Class of 2012

Matt Horne (Chair)

Susan Snowberger (Sec.)

Class of 2013

Alan Jackson (Asst. Treas.)

Melanie Smith (Asst. Sec.)

Class of 2014

Hans Boesing (Treasurer)

Phil Vincent (Vice-Pres.)

- Senior Minister shall be a permanent member of the Ministry.
- Vacancies on the Endowment Fund Ministry shall be filled by the Session.
- Before the beginning of each year, the Session shall appoint replacements for those whose terms are expiring.

2) Endowment Fund Ministry shall have regular meetings, at least semi-annually.

The first meeting for each year shall be on the third or fourth Sunday in January.

The EFM may disperse the funds of the Endowment Fund as ordered by the Session.

3) No part of the income or principal of the Endowment Fund shall be applied to the operating budget of the Church.

4) All income derived from the undesignated assets of the Endowment Fund shall be used solely for benevolences, which are over and above the regular benevolence of this Church, or for improvements or renovations to Church buildings and property (not to exceed 50% of the annual income).

5) The books and records of the Endowment Fund will be audited annually.

6) The EFC will give a Financial Statement of its transactions each quarter to the Session and each year to the congregation, showing all receipts, disbursements and charges made in connection with the Endowment Fund.

Also, a copy of the annual audit shall be delivered to the Session.

7) Currently, all gifts given in memory of, or in honor of, to the Newnan Presbyterian Church will be deposited in the Endowment Fund, if approved by the Endowment Fund Ministry and the Session, unless otherwise specified by the family of the deceased or the donor.

J.W.JOHNSON SEMINARY ENDOWMENT FUND

The J. W. Johnson Seminary Endowment Fund was established in 1990 to the Glory of God and to assist seminary students who come to Newnan Presbyterian Church for their Supervised Ministry program. Part of the annual interest from the fund provides a scholarship to the summer intern to be used for continued study.

The endowment fund was established in 1990 after the death of Mr. J. W. Johnson. Later after the death of his wife Doris in 1993, additional memorials were also added to the fund. The Presbyterian Church was always a very important part of Doris and J. W.'s life. Their faith and belief in God was apparent in their everyday lives as well as in the work they did within the Church. Doris and J. W. served faithfully in the East Point Presbyterian Church; Doris served as Sunday School Superintendent, Circle Chairwoman, Sunday School Teacher, and Vacation Bible School Leader. J. W. served many years as both Deacon and Elder. After retiring and moving their membership to Newnan Presbyterian Church, they were faithful members of the Hannah Fellowship Sunday School Class and worshipped regularly. Doris and J. W. were the parents of Judy Payne.

The Fund

The original funds to support the mission of the endowment were given by the family of Judy Payne. Newnan Presbyterian Church members over the years have also contributed to the endowment. The purpose of the endowment is to annually provide a scholarship to the "summer intern" of the Church. The funds are to be invested conservatively in interest or dividend bearing instruments to provide for the annual scholarship and to grow the fund. Unless the Session of the Church decides otherwise, the members of the Educational Ministry of the Church are responsible for administering the endowment fund as describe and are consider the trustees of the fund. The trustees of the fund can use 80% of all annual income of the fund to provide for the scholarship with the remaining 20% of the annual income reinvested in the fund.

The Scholarship

A scholarship is to be provided annually to a Supervised Ministry Program intern assigned to Newnan Presbyterian Church who is enrolled in an internship course that is part of the normal course of study from Columbia Seminary. The scholarship is to be awarded at the end of the internship program in a normal Church service and is to be sent directly to Columbia Seminar in the name of the student intern. The scholarship is provided in order to assist the seminary student to continue his or her education and is not to be considered payment for any "services rendered" as part of the supervised ministry internship. If for some reason, the Newnan Presbyterian Church does not have an intern assigned during a calendar year, then all interest or dividends for the fund will be reinvested.

Other Circumstances

If the Supervised Ministry Program at Columbia is discontinued or the Session of the Newnan Presbyterian Church decides for five consecutive years to not participate in the Supervised Ministry Program then all funds within the endowment will be returned to the Newnan Presbyterian Church and be placed in the Newnan Presbyterian Church's Endowment Fund.