

OPERATIONAL PROCEDURE
Forest Larger Parish Presbyterian Church

STATEMENT OF PURPOSE

Believing that it would be to the mutual benefit of all three congregations of Forest Larger Parish to merge, while sharing the services of a teaching elder and a treasurer, be it resolved that the three congregations shall be one and known as the Forest Larger Parish Presbyterian Church. The intention of the merged church is to enable the three locations to have a more effective ministry and mission.

ORGANIZATIONAL STRUCTURE

I. SESSION

1. The Session shall have nine members in three classes, in which ruling elders, women and men elected by the congregation, serve terms of three years, plus the installed pastor or commissioned ruling elder as moderator.
2. The Session shall be the governing and coordinating body of the merged congregations that form the church.
3. There will be a minimum of four stated Session meetings each year.
4. The Session will ordinarily meet monthly on the first Monday. The place of meeting will rotate between the three church locations. Special meetings of the Session may be called by the Moderator or two Session members, according to the provisions of the *Book of Order* (G-3.0203). Notification stating the purpose of the special meeting, location and time will be given by the Clerk to all Session members at least three days prior to the meeting.
5. A quorum of the Session shall consist of the Moderator plus one-third (1/3) of the elders.
6. The Moderator, the installed pastor or the appointee of Winnebago Presbytery, presides over the Session meetings
7. The Session shall elect a Clerk for a one year term who is a Ruling Elder but not necessarily service as an elected member of the Session, who, if not an elected member, shall attend the meetings as an ex-officio member with voice but not vote and is eligible for re-election. The Clerk gives notification of meetings to all Session members, is responsible for minutes of meetings and their distribution.
8. The Session shall elect for a one year term a treasurer, who receives funds for the use of the Church in all locations and who dispenses funds with approval from the Session. The Session may elect a Treasurer who is not a Session member. The Treasurer shall attend the meetings as an ex-officio member with voice but not vote. The Treasurer is eligible for re-election.
9. Additional Officers: If particular needs arise, the Session may elect additional officers.
10. The Session shall provide for a period of study and preparation for those elected by the congregation to serve as ruling elders and deacons, shall examine them for approval according to the provision of the *Book of Order* (G-2.0402), and, if approved, see to the services of ordination and installation.

II. DEACONS

The congregation may elect a board of deacons to serve in classes of terms not to exceed three years with eligibility for a second term of three years, according to the provisions of the Book of Order (G-2.04), with representation from and service to each worshiping location and sensitivity to the representation of both women and men.

III. WORSHIP

1. Forest Larger Parish Presbyterian Church, Lakewood - Worship 8:00 a.m., Sunday.
2. Forest Larger Parish Presbyterian Church, Wabeno - Worship 10:00 a.m., Sunday.
3. Forest Larger Parish Presbyterian Church, Laona - Worship 5:00 p.m., Sunday.
4. These times may be changed with the recommendation and the majority vote of the Session.
5. Joint Services with Session approval may be held.

IV. CONGREGATIONAL NOMINATING COMMITTEE

The congregation shall elect a committee to present nominees as needed for the offices of ruling elder and deacon, such committee consisting of at least three active members of the congregation, at least one ruling elder currently serving on the Session and a deacon, with the Moderator of the Session as ex officio member without vote. The committee shall present its nominations directly to the congregation for election, with additional opportunity for nominations from the floor of the assembly, in accord with the provisions of the *Book of Order* (G-2.0401).

V. CHURCH FINANCES

1. There will be a program and operational budget for the Church.
2. An annual Church budget will be prepared by the Church Treasurer and approved by the Session.
3. An annual audit of the Church finances will be provided by the Session. The Church audit report will be recorded in the minutes of the Session, and reported to the congregation at the annual meeting.
4. The Treasurer and/or Assistant Treasurers or at least two ruling elders will be responsible to count the combined weekly offerings from each location. Member donations and loose offerings will be recorded as providing in guidelines determined by the Session.
5. The Treasurer and/or Assistant Treasurers will be responsible to provide members with quarterly or semi-annual giving statements.
6. All financial responsibilities of the Church will be handled by the Session, as stipulated but not limited to the following list:
 - a. Pastor's compensation
 - b. Supply Pastor's expenses
 - c. Church office expenses
 - d. Upkeep and maintenance of the Church manse
 - e. Travel expenses as approved by the Session

- f. Other expenses as approved by the Session
- g. Church building maintenance
- h. Administrative expenses
- i. Other expenses as approved by the Session

7. Budget and Fund Guidelines

- Each location will have a building operation fund and a supplies fund built into the annual budget, which funds will be used for operating expenses for that location and can be used without further approval from the Session.
- Any needs that exceed the budget line item will need to go the Session for approval.
- The specific endowment and memorial funds linked specifically to a church location will remain with that location. These funds can be used only for the purposes outlined by the endowments.
- The interest that is generated by such specific funds will remain with that location as well.
- The Wabeno location debt, currently serviced by the interest earnings of the Oosterhuis fund, will continue to be serviced by the interest earnings of the Oosterhuis fund.
- If a location receives money for the use of their building from outside groups or organizations, that money will go to a separate building fund for that location.
- Each location will have an assistant treasurer that will deposit the weekly collections into the Forest Larger Parish Presbyterian Church account.

VI. PERSONNEL COMMITTEE

1. The Personnel Committee is elected by and accountable to the Session, consisting of at least three (3) Session members and moderated by a serving ruling elder.
2. This committee is responsible for the job descriptions of each staff member and annual reviews of each staff member. Job descriptions will be on file in the church office.
3. This committee is responsible for writing and reviewing personnel policies. Personnel policies are approved by the Session.
4. At least annually this committee meets with the pastor to conduct a review of the work of the congregation, the church and the pastor. Additionally this committee makes “Terms of Call” recommendations to the Session to assist with the annual budget. (*Book of Order G-2.0804*)
5. The meetings between the Personnel Committee, the pastor and/or staff members are confidential. Only matters pertaining to the life of the church are reported to the session.
6. The role of the Personnel Committee is to be a supportive and encouraging presence for all staff members.

VII. PASTOR NOMINATING COMMITTEE (PNC)

1. The Pastoral Nomination Committee (PNC) shall consist of three congregation members who have been elected at a duly called congregational meeting.
2. The PNC shall elect its own chairperson and secretary.
3. The PNC will be assisted by Winnebago Presbytery in the search process through its Committee on Ministry.
4. The prospective pastor shall candidate at all three locations.

VIII. PASTORAL DISSOLUTION

Refer to Book of Order G-2.09

IX. REVISION OF THE OPERATIONAL PROCEDURE

1. The Operational Procedure shall be reviewed annually at the September Session meeting.
2. The Operational Procedure may be changed by majority vote of the Session
2. All revisions to the Operational Procedure shall be entered into the Minutes of the Session, and reported to the congregation.
3. Copies of the Operational Procedure will be available at the annual meeting of each congregation.

X. DISSOLUTION OF THE CHURCH

1. The Session initiates the dissolution on the church with 60 days written notice being given to the Session.
2. Before a vote of the congregation, there is to be consultation with the Presbytery.
3. Upon approval of the congregation and the Presbytery, the church may be dissolved.

XI. APPROVAL OF THE OPERATIONAL PROCEDURE

_____ Date _____
Clerk of Session

_____ Date _____
Moderator of the Session