

COVENANT PRESBYTERIAN CHURCH

OPERATIONS MANUAL



**Revised by Session
December 9, 2019**

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I. OUR VISION

Covenant Presbyterian is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel, bravely works toward a whole and just world, and passionately nurtures discipleship.

Guiding Principles of the Vision

To realize this vision, Covenant will:

Boldly proclaim the gospel

- Deepen and challenge our understanding of God's word through preaching, study and service
- Evaluate our worship life regularly to respond appropriately to the community
- Offer engaging worship experiences that effectively expand our reach

Bravely work toward a whole and just world

- Engage all in our community in service to people in need
- Unite our financial investment in mission with personal presence
- Build mutually impactful mission relationships

Passionately nurture discipleship

- Provide broad explorations of Christian discipleship
- Foster growth through intentional mentoring and spiritual direction
- Cultivate a community of sacrificial love and care

II. CONCEPT OF MINISTRY AND STAFF RESPONSIBILITIES

We believe our local congregation is the most effective instrument to fulfill this mission in our day. Our organizational structure is as follows:

A. General

1. The ministry belongs to the whole church, to the people of God. It is a denial of our faith to believe that the "ministry" belongs to a few select people who are employed by the church. All Christians are called to be "ministers" wherever they are: at home, in the office, in school, at work or at play. That is where the work of the church is being done. Furthermore, it is the members of the church, through their elected representatives, who determine what the policies and program of the church will be, and who direct and control that program.
2. Because the church is an association of human beings, however, and because some direction is necessary for human beings to act together in an

organization, the church employs a staff. The staff is not to minister “for” or “in place of” the members, but to minister to them in order that members may more effectively carry out their ministry in the world. Their task is to enable and equip the members of the church for their ministry. It is the duty of the staff to lead, guide, supply resources, instruct, initiate, assist and act as agents in the execution of church policies and programs.

3. A “team ministry” concept will prevail with all members working together to provide the best leadership for the church. While some staff members must necessarily have greater authority and final responsibility, every effort will be made to avoid a hierarchical or autocratic style of leadership and staff relationships.
4. To some extent, of course, the job responsibilities of a particular staff member will be shaped by the person involved. In cooperation with the Personnel Committee, certain flexibility should prevail to allow for such individual modifications.
5. The general concept for all ministers on the staff is that while they are expected to participate and share in all phases of the church’s ministry, they will assume certain specific areas for which they are directly and primarily responsible. Minor reassignment and shifting of responsibilities will take place when necessary in order to achieve responsible leadership for the entire church program. All ministers are also expected to assume their share of responsibilities to the higher governing bodies of the Presbyterian Church (U.S.A.), giving leadership to Presbytery, Synod and General Assembly committees when called upon.

B. Church Staff

The staff is divided into three areas: senior staff, program staff and support staff. Refer to the Staff Organization Chart (Exhibit A). Job descriptions will be maintained by the Church Administrator.

III. STRUCTURAL DESIGN

A. Election of Elders

1. **Size of Session:** The total number of active Elders under the rotation system shall be 30 members with each class consisting of 10 members. In addition, two Youth Elders shall be elected each year. Refer to III A 5.
2. **Term of Office:** The election of Elders under the rotation system shall be for a term of three years, with a one-year mandatory interval before an Elder becomes eligible for re-nomination. Each Youth Elder will serve a one-year term and is not eligible to serve successive terms.

3. Frequency of Election: Elections shall be held each year in the month of September. Terms will begin the following January.
4. Election Procedures:
 - a. Nominating Committee
 - i. In April of each year the Moderator and the Clerk of Session shall recommend to the Session for approval two persons serving in their third year on the Session, with one appointee designated to serve as Chairperson.
 - ii. The Chairperson shall solicit the names of eight persons, none of whom may be in active service on the Session, as follows:
 - One person appointed by each Ministry Leadership Team
 - One person appointed by the Presbyterian Women
 - One person appointed by the Men's Fellowship

In May, names of the Nominating Committee members shall be submitted to the Session.
 - iii. The Senior Minister shall be available for advice and consultation at the committee's request.
 - iv. The Nominating Committee shall consult with the Assistant Clerk of Session in his or her capacity as the head of the Committee on Assignments to consider potential nominations to fill key officer roles that require an active seat on Session.
 - b. The Nominating Committee shall be charged with the responsibility of developing a list of ten nominees for the office of Elder and two nominees for the office of Youth Elder.
 - c. The Nominating Committee shall meet within thirty days of its formation and shall cause the congregation to be notified of its existence and of the names of the Chairperson and members, with the request that members of the congregation give the names of persons believed to be qualified to serve as Elder and Youth Elder to any member of the Nominating Committee or to the Church.
 - d. The Nominating Committee shall develop a list of names of persons qualified to serve as Elders and Youth Elders and shall consider the qualifications of those persons, together with those suggested by the congregation, taking into consideration such factors as ability and

interest in the church as demonstrated by the stewardship of time, talent and money. A special effort shall be made to secure representation of all segments of the congregation, as provided in *The Book of Order*. The committee shall ultimately select ten names of Elders and two Youth Elders for presentation to the congregation. The committee shall make all reasonable efforts for the final list to include no fewer than three persons who have never served as active Elder in Covenant Presbyterian Church. Ordinarily, the following guidelines apply: No member of the Nominating Committee shall be eligible for consideration as a candidate for election as Elder in the class for which he/she has served on the committee. No member of the Nominating Committee shall nominate a parent, spouse, partner or child for election as Elder in the class for which he/she has served on the committee. No spouse or partner of an active Elder in Covenant Presbyterian Church shall be eligible for nomination.

- e. The Nominating Committee shall obtain the permission of the proposed nominees to present their names to the congregation and an agreement from the nominees to serve if elected and to participate in officer training.
- f. A duly called congregational meeting shall be held in September for the purpose of hearing the report of the Nominating Committee. Prior to the congregational meeting, a communication in the church newsletter shall be sent to each family of the congregation listing the names of those persons to be nominated by the Nominating Committee with identifying information about each. The communication shall advise that additional nominations may be made from the floor at the congregational meeting provided that the persons nominated from the floor have agreed to have their names placed in nomination, to serve if elected and to participate in officer training, and will be present at the meeting to verify their willingness to serve.
- g. The list of nominees prepared by the Nominating Committee shall be presented at the congregational meeting (called in Paragraph f. above), and the nominees shall be asked to stand at this meeting. Power to excuse in exceptional circumstances is granted to the Nominating Committee. The moderator shall call for nominations from the floor in accordance with the procedure set forth in *The Book of Order* and in accordance with the above.
- h. The Chairperson of the Nominating Committee shall see that the ballots are prepared including the names of all nominees and space for additional names if nominated from the floor. The name by which a nominee is ordinarily known may be used for ballot

purposes. If there are no nominations from the floor, the nominees will be elected by voice vote.

- i. If there are nominations from the floor, an election by secret ballot will be held. All of those receiving a simple majority of votes cast shall be elected. If the number of positions to be filled is not chosen the first Sunday, balloting by private ballot shall take place on each succeeding Sunday until all positions are filled. A list of all remaining nominees shall be printed in the bulletin for each election Sunday.
- j. The members of the Nominating Committee assisted by the Ushers taking the offering on the respective Sundays will serve as tellers, except that no one who is closely related to or connected with a nominee shall serve as teller. The members of the committee shall notify all nominees promptly of the results of the election.
- k. It will be the responsibility of the Nominating Committee Chairperson to supply the church promptly with the names of the newly elected Elders and Youth Elders and of those involved in any necessary runoff for inclusion in the next Sunday's bulletin.
- l. In the event a vacancy occurs on the Session, the Nominating Committee shall be responsible for bringing in nomination to the congregation the name of an Elder not currently in an active class and not currently in the one-year leave period.
- m. The Nominating Committee shall also be responsible for bringing forward for election the names of Elders as Elder Emeritus.
- n. The Nominating Committee shall be discharged after the full number of Elders and Youth Elders has been elected in accordance with the procedures as stated above.

2. Youth Elders

- a. Two Youth Elders shall be elected each year to serve a one-year term and shall not be eligible to serve successive terms.
- b. The Youth Elder shall be a sophomore or a junior in high school.
- c. An Elder mentor shall be assigned to each Youth Elder.

3. New Elder Examination

At the last regularly scheduled meeting of Session before the ordination and installation of newly elected Elders, Session shall examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of ordered

ministry. The examination shall include, but not be limited to, a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the constitutional questions for ordination and installation.

4. Elder Emeritus
 - a. Any Elder who has faithfully served three full terms or at least nine years in Covenant Presbyterian Church and has attained the age of 70 shall be invited to receive nomination for election as Elder Emeritus.
 - b. Any Elder Emeritus shall be free to attend Session meetings without vote and shall also be eligible for assignment to a committee as a member at large and for sacrament duty.

B. Officers of the Session

The officers of the Session, noted below, shall perform duties as outlined in *The Book of Order* and as further defined herein, with assistants appointed to fulfill their functions when called upon, and to succeed to office as provided in this structural design:

1. **The Moderator**, who shall normally be the Senior Minister.
2. **The Clerk**, who shall, in addition to *Book of Order* duties, keep available at Session meetings a current copy of the *Operations Manual*. The Clerk shall chair the Session Agenda Committee and shall be a member of the Personnel Committee.
3. **The Assistant Clerk**, who shall record attendance at Session meetings, serves as chair of the Committee on Assignments. The Assistant Clerk of Session shall ordinarily succeed as Clerk of Session. Except in exceptional circumstances, no one shall be eligible for appointment as Assistant Clerk who has not served as a committee chair, preferably as a Ministry chair.
4. **The Treasurer**, who, in cooperation with the Church Administrator, shall be responsible for supervising and reporting to the Session as required all financial matters in the life of the congregation, and shall serve on the Finance Committee. This person shall also serve as the chair of the Ministry of Administration.
5. **The Assistant Treasurer**, who shall serve as chair of the Finance Committee and as vice-chair of the Ministry of Administration and shall succeed the Treasurer.

The term of each officer, other than the Moderator, shall be one year. The term may be extended for one additional year by a vote of the majority of Session members present at

the meeting at which the vote is taken. Notice of such a vote shall be given at the preceding Session meeting.

C. Organization of the Session

1. Committees

The Session, in order to perform its function as governing body of the congregation and to ensure inclusive participation in the decision making process of the congregation's life, shall be organized as follows:

- a. Planning & Evaluation Board
- b. Personnel Committee
- c. Session Agenda Committee
- d. Committee on Assignments
- e. Six Ministries with relevant committees

2. Planning & Evaluation Board

- a. The Board shall be composed of twelve persons. Refer to III C 5 d (ii).
- b. The Board shall on an ongoing basis plan for and evaluate the church's long range implementation of its mission, including:
 - Ministry structure
 - Projected problems
 - Future direction

Arising out of this continuing study, the Board shall from time to time make recommendations to the Session. As needed, the Board may appoint and oversee work of a short-term Task Force to study and recommend activities related to future direction or carry out decisions made by the Session.

- c. The Board shall develop and establish a suitable policy, with Session approval, for special fund-raising campaigns and related activities and make appropriate recommendations to the Session.
- d. The Board shall periodically, but not less frequently than every three years, review the *Operations Manual* and make recommendations to the Session for appropriate changes.

3. Personnel Committee

- a. The Personnel Committee shall be composed of a chair, a vice chair, the immediate past chair, the Clerk of Session, a Finance Committee representative, one active elder and three members-at-large.
- b. This committee shall provide on-going leadership in dealing with personnel matters pertaining to the staff. Specifically, this committee will:
 - i. Be responsible for staffing levels and making changes when appropriate.
 - ii. Ensure that current job descriptions are maintained by the Church Administrator and modified job descriptions as necessary.
 - iii. Ensure that annual personnel performance evaluations are completed and documented for inclusion in personnel records in accordance with the personnel policies of the church.
 - iv. Annually prepare recommendations for changes in terms of call of the ministers.
 - v. Periodically conduct compensation studies, review the employee benefits and job descriptions, and make recommendations for changes if appropriate.
 - vi. Recommend to the Session candidates for Pastor Nominating Committees.
 - vii. Appoint search committees for interim and non-ordained staff.
 - viii. Revise, as needed, the *Covenant Presbyterian Church Employees Handbook*, which documents the policies, practices, procedures and requirements for proper personnel administration, including but not limited to a sexual misconduct policy.
 - ix. Maintain the Covenant Presbyterian Church Child, Youth, Volunteer and Staff Protection Policy.
- c. This committee is authorized, with Session approval, to enlist members-at-large from the congregation whose expertise is needed.

4. Session Agenda Committee

- a. This committee shall be composed of the Clerk of Session as Chair, the Assistant Clerk of Session (records minutes), the Planning & Evaluation Board Chair, the Personnel Committee Chair and the chair of each Ministry or his/her delegate, together with the Senior Minister and the Church Administrator.

- b. Its responsibilities shall be:
 - i. To set the agenda for Session meetings.
 - ii. To facilitate meetings and discussions between church committees as necessary.
 - iii. To nominate to the Session those persons to serve on the Committee on Assignments and any other special committees as needed.
- c. In the event a vacancy occurs during the term, the Session Agenda Committee, with input from the affected Ministry Leadership Team, shall appoint an Elder to serve the unexpired annual term. The appointed Elder shall not necessarily succeed as chair of the particular Ministry. The Committee shall refer the matter of nominating an Elder for the relevant chair position to the Committee on Assignments at the appropriate time.

5. Committee on Assignments

- a. The committee shall be composed of nine persons as follows:
 - i. One from each Ministry, chosen by the Ministry Leadership Team
 - ii. A representative from the Elder Nominating Committee
 - iii. The Assistant Clerk of Session, who shall serve as chair.
- b. Term: The committee shall be appointed by the Session at its first regular stated meeting following the summer recess. The committee shall serve until a new committee is appointed.
- c. As described above in Section III. C.4, in the event a vacancy occurs on the Session Agenda Committee and that committee appoints an Elder to serve the remainder of the unexpired term, the appointed person shall not necessarily continue in that position for the subsequent year. It shall be the responsibility of the COA to nominate an Elder to fill the position at the time deemed appropriate by the Clerk of Session.
- d. Procedure:
 - i. Staff support shall be provided by the Senior Minister.
 - ii. The committee shall nominate to the Session for one-year terms: Assistant Clerk of Session, Assistant Treasurer (who shall also serve as Vice chair of the Ministry of Administration and chair of the Finance Committee), and chairs and vice chairs of the Planning & Evaluation Board,

the Personnel Committee and the Elder Leadership teams for each Ministry.

- iii. The committee shall nominate to the Session the Chair and Vice Chair of the Advisory Council of the Covenant Presbyterian Church Child Development Center (CDC), in accordance with the CDC Governance Rules.
- iv. The committee shall assign to the Planning & Evaluation Board and Personnel Committee members at large, (those individuals not otherwise designated as members in the Operations Manual).
- v. The committee shall designate the Vice Chair of the Finance Committee.
- vi. Should there be more active elders available than required to fill the positions described above, the committee shall assign them to a Ministries, which shall have the responsibility for their committee assignments.
- vii. The committee shall nominate to the Session at the December meeting its recommendations and those Ministry members at large as prepared by the Ministry Leadership Teams (See III C 7 f – h) and approved by the Committee on Assignments. The committee shall present any subsequent changes in committee Chairs and Vice Chairs to the Session for its approval. Ministry Leadership teams are responsible for apprising the Session of all other committee membership changes during the year. These notices are informational only and do not require Session approval.

e. Guidelines:

i. Ministries and Committees

- It is desirable, but not required, that Ministry Chairs and Vice Chairs are to be filled by active Elders or Elders-elect. The Committee should seek to fill Committee Chair and Vice Chair roles with a combination of Elders and members of the congregation who demonstrate a passion for the works of their assigned committee and strong leadership skills.
- All terms for Chair or Vice-Chair shall be one year.
- The Vice-Chair of a committee shall ordinarily succeed as Chair in the following year, except in the event the Vice-Chair has been appointed as a replacement. Refer to III C 4 c.
- It is desirable, but not required, to appoint as the Ministry Chair an Elder who has previously served as a Committee Chair within the relevant Ministry,

preferably during the current three-year term as Active Elder.

- The Committee on Assignments should be knowledgeable of all of the relevant requirements associated with each Chair and Vice Chair role, including required involvement on other committees due to their assigned role. These requirements should be clearly communicated to the individual being nominated for each role so that the nominee has a full understanding of the commitment required.
- Please see Exhibit B.

ii. Planning & Evaluation Board

- The Vice Chair of the Planning & Evaluation Board shall ordinarily succeed as Chair. Except in exceptional circumstances, no one shall be eligible for appointment as Planning & Evaluation Board Vice Chair who has not served as a Committee Chair, preferably a Ministry chair or Officer.
- The Committee on Assignments shall nominate four members at large.
- The Vice Chair of each Ministry shall ordinarily serve as a member of the Board. In the event the Vice Chair is not appointed to the Board, the Ministry Chair may name a suitable replacement from the Ministry Leadership team.

iii. Personnel Committee:

- The Vice Chair of the Personnel Committee shall ordinarily succeed as chair.
- The Chair of the Personnel Committee shall ordinarily stay on as the immediate past chair.
- The Committee on Assignments shall nominate on active elder.
- The Committee on Assignments shall nominate three members at large.
- The Chair of the Finance Committee shall ordinarily serve as a member of the Personnel Committee. However, the Chair of the Finance Committee may name a suitable replacement from the Finance Committee.

iv. Inclusiveness: *The Book of Order* policies on inclusiveness shall be followed in making all appointments.

6. Board of Trustees of Covenant Presbyterian Church, Inc.

The Board of Trustees of Covenant Presbyterian Church, Inc. shall be composed of those persons duly elected in accordance with the *Articles of Incorporation and Bylaws of Covenant Presbyterian Church, Inc.* and shall carry out duties and responsibilities as provided by the *Articles of Incorporation and Bylaws*, North Carolina law and *The Book of Order*. The Board of Trustees consists of the members of the Session.

7. Ministry Leadership Teams

- a. The Ministry Chair and all chairs of committees within the Ministry shall constitute the Ministry Leadership Team. In the event of the chair being unable to attend a meeting, the vice chair may represent the committee at any Ministry Leadership Team meetings.
- b. The Ministry Leadership Team shall be responsible for the promotion and supervision of all activities and programs under its jurisdiction, including determining committees, ministry teams or task forces (“committees”) needed to achieve ministry objectives.
- c. The Ministry Leadership Team shall be responsible for considering any proposed recommendation to the Session from any of its constituent committees. For placement on the Session agenda, any committee recommendation will require the second of the Ministry Leadership Team.
- d. The Ministry Leadership Team shall be responsible for the preparation of annual budget requests for submission to the Budget Advisory Board in accordance with budget guidelines and policies adopted by the Session.
- e. The Ministry Leadership Team shall assist in the review of job responsibilities of staff within its jurisdiction and for any recommendations arising from such a review, always subject to the authority of the Personnel Committee.
- f. Ordinarily members at large shall serve a maximum of three consecutive years on a committee.
- g. Committees shall have the authority to recruit additional members.
- h. Committees shall have the authority to develop committee groups to fulfill their assigned tasks; the creation of any standing sub-committee requires approval of the Ministry Leadership team and the Session.

- i. The Ministry Leadership Team shall meet at the call of its chair, or at the request of a committee chair.
- j. Please see Exhibit B.

8. Meetings

- a. Time: The Session shall meet to conduct general business on the second Monday of each month at 7:00 p.m., unless otherwise specified. Furthermore, it shall ordinarily meet as needed on Sunday morning for the purpose of receiving new members. If matters should arise requiring action or communication between the regularly stated meetings, the Moderator, after consulting with the Clerk of Session, shall call a meeting of the Session at an appropriate time. He/she can call a meeting of the Session when requested to do so under the provisions set forth in *The Book of Order*.
- b. Attendance: Each member of the Session is expected to be present at all regularly stated meetings, unless providentially hindered.
- c. Quorums:
 - i. The quorum for all meetings of the Session shall consist of the Moderator and no fewer than one-third of the current members of the Session, except for the purpose of receiving new members, in which case the quorum shall be the Moderator and two Elders.
 - ii. The quorum for meetings of boards, committees, etc., shall be no less than one-half of the membership, provided that number is no less than two, one of whom must be either the chair or the vice-chair.
- d. Records: Each organization (committee, council, board, leadership team, etc.) shall ordinarily keep an accurate record of its reports, minutes and activities. These records are to be available to the Session upon request and are to be passed on to the new committee, council, board, leadership team, etc., when it begins its work.
- e. Amendments: This *Operations Manual* may be amended by a majority vote of those present at a regularly stated meeting of the Session providing the proposed amendment was presented in writing at a previous meeting. Any part of this standard operating procedure may be temporarily set aside by a three-fourths vote of those present at a stated meeting, provided the number constituting three-fourths of those present is not less than one-third of the membership of the Session. Refer to Section III C 2 d.

D. Ministry and Committee Structure

Covenant Presbyterian Church uses a system of ministry teams and committees to achieve the mission of the church. Each Ministry includes a Chair, a Vice Chair and a specific number of elders assigned to the Ministry. Listed herein are general descriptions of the ministry teams and responsibilities. The leadership of the individual committees or Ministries has the responsibility to call meetings as needed for their respective groups. There is not a requirement for stated meetings (i.e. monthly, quarterly, etc.) but rather these groups are encouraged to meet as needed to achieve Ministry goals. The use of electronic vote taking to discuss and resolve issues by a group in lieu of face to face meetings is permitted and encouraged when deemed appropriate by the committee or Ministry leadership. Covenant values the time of its members and volunteers and encourages judicious use of it to allow our congregation to be as involved in the much needed hands on ministry of our church, local community and the world.

1. Congregational Life Ministry

The Ministry of Congregational Life includes a focus on holistic living, pastoral and lay care for one another and fellowship. Believing that God is glorified by people being fully alive, the Ministry encourages growing in grace by living well in body, soul, mind and relationship. Toward that end, this ministry offers studies in spiritual growth practices, discernment of gifts and callings, wellness programs, and personal discovery small groups. Joining in the work of Christ, the Ministry fosters support of one another through prayer, Stephen Ministry, pastoral care, nurse consultation, hospital and home visitation, fellowship and lay care teams.

Staff leadership includes Minister of Congregational Life and Pastoral Care, Parish Nurse, and Congregational Ministry Coordinator.

2. Worship Ministry

The Worship Ministry shall work with the Senior Minister in determining the order and arrangements of all worship services, including but not limited to weddings, funerals, communion, baptism and memorials in Covenant Presbyterian Church. In addition, the Ministry is responsible for the total music program and to ensure that appropriate support (ushers, sound staff) is provided for all services.

3. Mission and Outreach Ministry

The Mission and Outreach Ministry is responsible for local, national and world outreach and for maintaining relationships with community agencies that deal with issues of human need. The Ministry shall also:

- a. Oversee the granting process for helping fund particular community based ministries.
- b. Work with and provide support for mission partnerships throughout the world.
- c. Develop and maintain local outreach programs.

4. Education Ministry

The Education Ministry is responsible for the total education program of the church. Specific responsibilities include:

- a. ensuring the education and spiritual development of Covenant's children;
- b. providing education, pastoral service and fellowship programs for middle and senior high school youth;
- c. providing a comprehensive program which ministers to young adults (ages 22-35);
- d. developing the vision and scheduling of all adult education programs; and maintaining the church library.
- e. Continuing a depth and quality of witness to and care for our college-aged members.

5. Administration Ministry

a. The Administration Ministry is responsible for the business and functional operations of the church. The chair of this ministry shall also serve as the Treasurer of the Session. The vice chair of this ministry shall also serve as Assistant Treasurer and as chair of the Finance Committee. Specific responsibilities include:

- i. maintaining all church property;
- ii. leading and managing the annual stewardship campaign;
- iii. overseeing the budget process;
- iv. overseeing the management of the recreation wing, church communications, food services, CDC and Preschool.

b. Finance Committee

The Finance Committee shall be responsible for:

- i. monitoring the fiscal health of the church by regularly receiving and reviewing financial statements from the Church Administrator, by monitoring expenditures by the various Ministries to ensure that the provisions of the budget are observed and by monitoring status of pledge receipts.

- ii. approving/recommending approval of any operating expenditure that will exceed the total approved annual budget for:
 - The Ministry requesting the expenditure,
 - The Personnel Committee or
 - Any other committees not assigned to a Ministry.
 - Items less than \$5,000 may be approved by the Finance Committee at its discretion without Session approval. Any requested expenditures which exceed the approved annual budget, individually or in the aggregate, by more than \$5,000 shall be reported to the Session at its next meeting for final approval.
- iii. maintaining the property and casualty insurance coverage of the church.
- iv. seeing that all financial records are properly prepared and are audited annually by a Certified Public Accounting firm.
- v. having financial oversight with regard to all loans and borrowings.
- vi. establishing and maintaining an effective system of financial internal controls.
- vii. promoting and administering scholarships whereby qualified individuals will be assisted with college education or seminary study consistent with the stated purpose of the underlying funds.
- viii. managing the investments of the church and emphasizing the continued promotion of the various endowments of the church.
- ix. reviewing and accepting or declining all offers of non-cash gifts worth more than \$1,000 and to solicit such gifts when appropriate.
- x. reviewing and accepting or declining all estate gifts.
- xi. overseeing the Planned Giving program of the church.
- xii. appointing a committee member to serve as liaison to the
- xiii. CDC Advisory Council.

- xiv. developing and maintaining a funding model for the CDC Financial Assistance Program to assure the integrity of that program. The model shall project out a minimum of ten years and shall be updated at least annually with updated actual figures for the recently completed year and updated assumptions. This work shall be done in consultation with the CDC Advisory Council Executive Committee.

6. Engagement Ministry

The Engagement Ministry is responsible for supporting visitors and church members with the goal of fostering active membership and participation in our church family. The ministry will strive to foster a nurturing and hospitable environment through liaisons with other Ministry groups and will assist members in identifying discipleship opportunities.

E. Meetings of the Congregation

1. Meetings

The Congregation shall hold an annual meeting and may hold other meetings as necessary. Meetings of the Congregation shall be called by the Session, by the Presbytery, or by the Session when requested in writing by one-fourth of the active members on the roll of the Congregation. Meetings shall be conducted in accordance with the most recent addition of *Roberts Rules of Order Newly Revised*, except when it is in contradiction to *The Book of Order*.

2. Notice

Public notice of a meeting of the Congregation shall be given no less than two successive Sundays. The meeting may be convened following the notice given on the second Sunday.

3. Quorum

The quorum required is the number of active members present at a congregational meeting provided proper notice is given (no less than two consecutive Sundays) and the meeting is held at the publicized time and location

Covenant Presbyterian Church Staff Organization Chart December 2019

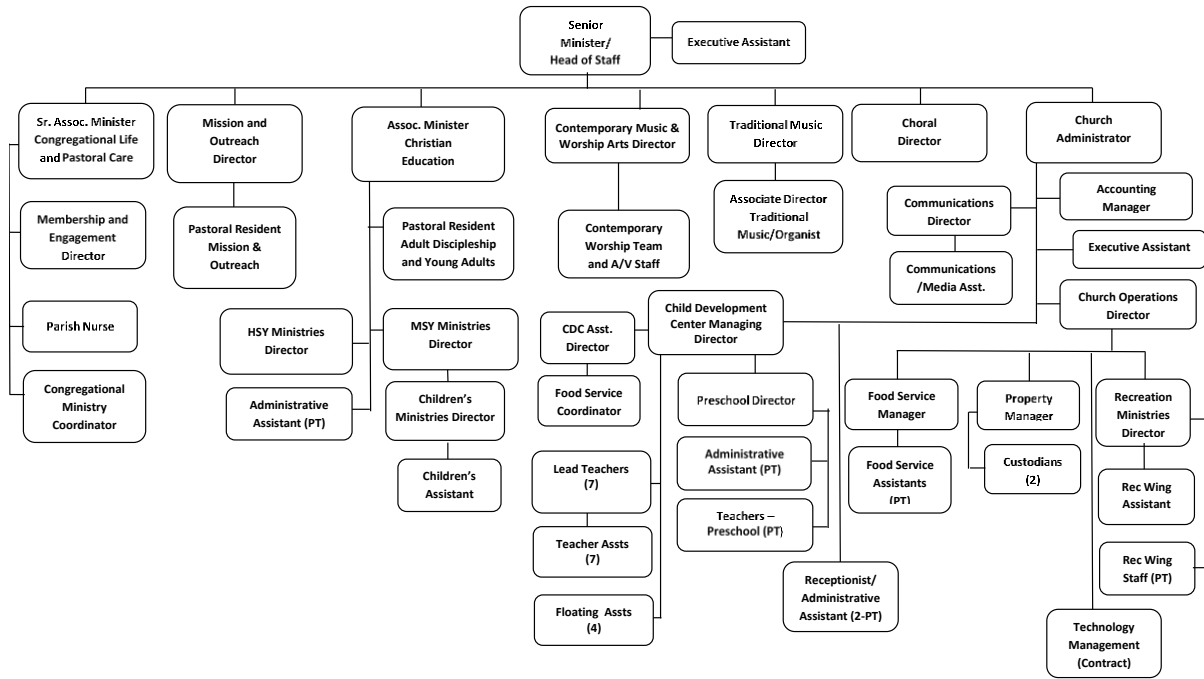


Exhibit A

Covenant Presbyterian Church Session and Ministry Structure (Staff Liaisons)

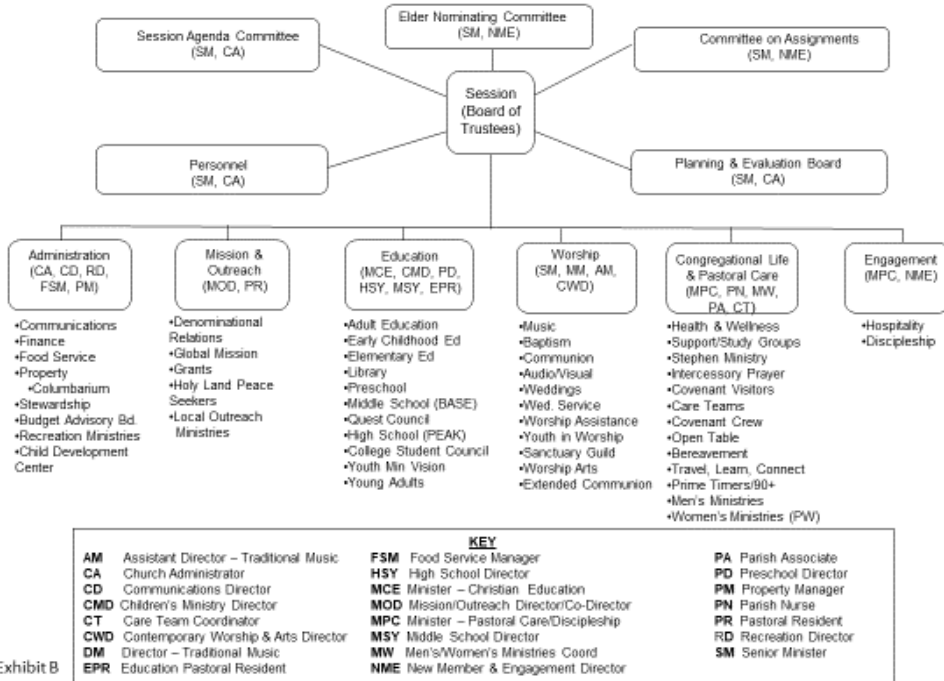


Exhibit B