



# Session Handbook

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REVISED FEBRUARY 24, 2021

189 Church street | Marietta GA 30060



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# FIRST PRESBYTERIAN CHURCH

## **Mission Statement** *May 17, 1998*

We are servants of the Lord Jesus Christ, who gave us this commission:

“All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.” Matthew 28:18-20

We understand this to mean, for our time that we are called to:

- Praise and listen to God in worship and prayer,
- Proclaim God’s grace in mission and in outreach,
- Offer our fellowship to all,
- Serve the needs of the people,
- Nurture ourselves and others in Christ through the Bible.

## **Session Covenant**

- We are committed to our personal and the corporate growth as Christians and to being active and accountable in the life of the congregation.
- We will unite in prayer, seeking God’s will for this church and then trusting and supporting our decisions.
- We will listen to each other and create a safe environment for candid discussion by practicing confidentiality.
- We will respect each other in difference of opinion and in leadership.
- We will make ourselves visible and available to the congregation and will seek to be an agent of healing and reconciliation.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:12-14 NIV

*January 10, 2004*

Charge to all Officers:

Treasure God's Word. Keep it close.  
Be glad for our Lord's grace. Keep it central in your life.  
Give thanks for the Fruit of the Spirit. Live by this fruit.  
Be a friend and Christ-like example to all.  
Bear the people in your prayers and within your vision.  
Hold the people in your heart.  
Nurture Christ-centered relationships within this faith community.  
Honor faithfulness within this community.

Charge to Elders:

Be available without losing boundaries.  
Be strong without being bossy.  
Be humble without being weak.  
Be wise without ever being arrogant.  
Be effective without being terribly distracted measuring it.  
Be determined without being stubborn.  
Be hopeful without being naïve.  
Be visionary without leaving anyone behind.  
Be patient without being ambivalent.  
Be Christ's without any reservation.

# **I. Bylaws of the Congregation**

*Bylaws of the Congregation of the First Presbyterian Church of Marietta, Inc.  
Amended October 11, 2020*

## **1. Statement of Purpose**

We are servants of the Lord Jesus Christ, who gave us this commission:

*All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.*  
(Matthew 28:18-20)

We understand this to mean for our time that we are called to:

- Praise and listen to God in worship and prayer,
- Proclaim God's grace in mission and in outreach,
- Offer our fellowship to all,
- Serve the needs of the people,
- Nurture ourselves and others in Christ through the Bible.

## **2. Relation to the Presbyterian Church (U.S.A.)**

The First Presbyterian Church of Marietta, Inc. is a member church of the Cherokee Presbytery in the Synod of the South Atlantic of the Presbyterian Church (U.S.A.). These bylaws shall be deemed to provide specific guidance for this church consistent with authorization provided in the *Constitution of the Presbyterian Church (U.S.A.)*. *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

## **3. Meetings of the Congregation**

There shall be an annual meeting of the congregation by the end of February or on a date and time set by the Session, at which annual reports from organizations and a financial report for the preceding year shall be presented, and other necessary business shall be transacted. Immediately after the annual meeting of the congregation, the members shall convene as members of the corporation to elect trustees and transact any other necessary business. Special meetings of the congregation may be called by the Session.

## **4. Notice of Meetings**

Notice of all meetings of the congregation and the corporation shall be given two Sundays prior to the meetings and notice given at regular services of worship prior to the meetings. Such notices shall state clearly the purpose of the meetings, and business shall be restricted to that which is specified in the notice.

## **5. Moderator**

The moderator of the Session, or a pastor designated by him or her, shall moderate meetings of the congregation. The President of the corporation, or a trustee designated by him or her, shall moderate meetings of the corporation.

## **6. Secretary**

The Clerk of Session shall serve as secretary for meetings of the congregation and the corporation. If the Clerk of Session is not available, the members shall elect a secretary.

## **7. Minutes**

The minutes of a congregational meeting shall be recorded by the secretary and shall be read, corrected, and approved by the Session at the next scheduled Session meeting following the congregational meeting. The approved minutes shall be attested by the moderator and the secretary and recorded in the minute book of the Session.

## **8. Quorum**

The quorum of a meeting of the congregation shall be the moderator, the secretary, and ten percent (10%) of the active members of the congregation. The secretary shall determine if a quorum is present. All active members of the congregation present at either annual or special meetings are entitled to vote. Voting by proxy is not allowed.

## **9. Officers**

The Session shall consist of 24 ruling elders, divided into three classes of eight, who shall serve three-year, staggered terms. In 2013 there shall be 28 ruling elders and in 2014 there shall be 26 ruling elders.

The Diaconate shall consist of 48-60 deacons (16-20 in each class), who shall serve three-year, staggered terms and up to four youth deacons, who shall serve one-year terms.

The corporate Board of Trustees shall consist of 9 trustees, who shall serve three-year terms.

## **10. Elections**

The congregation shall annually elect members of the Officer Nominating Committee and officers in accordance with procedures adopted by the congregation on February 20, 2005, and amended on October 11, 2020.

When the church needs to call a pastor, the congregation shall elect a Pastor Nominating Committee in accordance with procedures adopted by the congregation on September 11, 2005 and amended on January 30, 2011.

The Session shall nominate members for the office of trustee.

**11. Amendments**

These bylaws may be amended by a two-thirds vote of the voters present at a congregational meeting, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.



## II. Bylaws of the Session *Amended 2021*

### Article 1: Meetings

Stated meetings of the Session shall be held monthly, at 1:00 p.m. on the third Sunday of the month at the church or at such other time and place as the Session may prescribe. Any matter over which the Session has cognizance may be considered at a stated meeting, subject to the notice requirements of Article 5: Session Approval. If a stated meeting has not been adjourned within two and one half hours after the appointed time for convening, the meeting shall be adjourned to one week after the appointed time for convening or to such other time as the Session may prescribe, unless it is extended by a two-thirds vote.

Regular meetings of the Session may be held weekly if there is business to transact on Sunday at the church or at such other time and place as the Session may prescribe. At a regular meeting the Session may only receive members, act on requested transfers, or record baptisms, unless by a two-thirds vote the Session determines that some other matter is time critical and must be considered at that meeting.

Special meetings of the Session may be called by the moderator when he or she judges it necessary. The moderator shall call a special meeting when requested in writing by any two members of the Session. Reasonable notice of a special meeting must be given to all Session members, such notice to specify the substance of matters to be considered. Only those matters included in the notice shall be considered. On the occasion that a special meeting is called, the person or persons that called the meeting will have the authority to cancel the meeting by notifying the Session. Notification may be made by electronic communications.

### Article 2: Rules of Procedure

Meetings of the Session shall be conducted in accordance with the *Book of Order* and the most recent edition of *Robert's Rules of Order*, except in those cases where the *Book of Order* provides otherwise. These bylaws shall govern in all matters left to the discretion of the Session by these authorities. Meeting and voting by virtual or electronic means in accordance with Roberts Rules requirements shall be allowed when there are extenuating circumstances that make taking an in-person vote impossible or impractical because of time constraints or other emergency situations. The decision to hold an electronic vote shall be made by the Moderator and the Clerk of Session and such other members as shall be necessary to determine the exigency of the circumstances. Minutes shall be made of the necessity for the electronic vote, the Motion, and the outcome of the vote.

### Article 3: Quorum

At stated and special meetings a quorum shall be the moderator and 50% of the current sitting elders, moderator included, plus one. In the event. At regular meetings a quorum shall be the moderator and four Elders in order to receive members, act on requested transfers, or record baptisms. In order to act on other time critical matters a quorum shall be the moderator and 50% of the current sitting elders.

#### **Article 4: Organization**

The Session may create such councils, committees, or other groups to assist in its work as it deems appropriate. Membership of Elders in such groups shall be by nomination of the moderator and approval of the Session. The moderator shall obtain the advice of the members of the outgoing class of Elders before making such nominations. The Session may appoint others to such groups on recommendation of the group chair. The term of all appointments shall end at the first stated Session meeting of the next year.

#### **Article 5: Session Approval**

In order for a matter requiring Session approval to be considered at a stated meeting, due notice must be given to all Session members. Putting information about the matter in the mailbox or by email transmission of each Session member by 5:00 p.m. on the Friday before the meeting constitutes due notice. This notice requirement may be waived by a two-thirds vote of those present at the stated meeting. The following matters must have Session approval to become effective:

- Statements of policy or position
- New programs or ministries
- Curricula, unless already approved by Adult Discipleship Council (adult studies) or Family Council (children and youth studies).
- At large membership of councils and committees
- General Fund budgets
- Establishment and elimination of staff positions
- Job descriptions of program personnel\*
- Employment and termination of all program personnel except clergy\*
- Long-range plans
- Recommendations to the congregation for acquisition and disposal of property
- Major facility changes
- Use of facilities by those outside the congregation
- Speakers outside the congregation and staff
- Commissioners to higher governing bodies
- Official Communications to Presbytery
- Contributions from the Gift Trust Fund and Benevolence Committee
- Special offerings
- Activities on the church calendar, including offsite activities
- Reception, dismissal, and transfer of members
- Approval of committee and council functions and responsibilities
- The Administration Council shall approve the job descriptions, employment, and termination of non-program staff members, or delegate this authority to the Director of Human Resources

\* Program personnel include the clergy and director-level personnel and above.

**Article 6: Executive Sessions**

See Robert's Rules of Order

The Session, upon majority vote, may consider certain matters in executive session, but whenever possible the related actions should be taken in regular session. No Session member should disclose to a Non-Session member anything said or any action taken during an executive session.

**Article 7: Amendment of Bylaws**

Each year at the first stated meeting after the new class of Elders has been installed; the Session shall adopt bylaws that shall be in effect until new bylaws are adopted. During each year, the bylaws may be amended at any stated or special meeting by a two-thirds vote, provided that fifteen days' notice of the proposed amendment has been given.

### **III. Bylaws of the Trustees** *(Last Amended 1983)*

Resolved:

Whereas, the Bylaws of the First Presbyterian Church of Marietta, Inc. provide for the amendment of Bylaws in a duly called congregational meeting; and

Whereas, the proposed amendments to the Bylaws would facilitate the effective functioning of the Board of Directors of the Corporation;

Now, therefore, be it resolved by the congregation of the First Presbyterian Church of Marietta, Inc. that the Bylaws be amended as follows:

1. The seal of the corporation shall contain in a circle the words First Presbyterian Church of Marietta, Inc., and in the center the date A.D. 1835.
2. The managing officers of the Corporation shall be a board of not more than nine nor less than seven directors/trustees who shall select one of their number to be President of the Corporation, to act as such until a new appointment is made by the Board. The Clerk of the Session of the Church shall be ex-officio one of the directors, and shall be the Secretary-Treasurer of the Corporation. He shall keep the records and papers of the Corporation; and shall, with the President, sign deeds for the Corporation and other instruments when they are authorized so to do by the directors. The President shall preside at the meetings of the directors, and may call a meeting at any time. He shall have no other special powers. The ordinary business of the Corporation, the acquisition, management, care and disposal of its property shall be transacted by the Board of Directors. The Board shall not have power to sell, encumber or otherwise dispose of the Church, Sunday school buildings, the Manse, or any other real property without authority from the congregation of the Church.
3. The Board of Directors shall have no authority or control over the ordinary budget or the current monies of the Church, which shall remain under the control of the Church officers as heretofore; nor shall the Directors interfere in the conduct of religious activities of the Church.
4. The Directors shall be nominated by the Session who is hereby designated as the nominating committee for the Board of Directors and elected in accordance with the *Book of Order of the Presbyterian Church (U.S.A.)* by the Corporation in a regularly constituted congregational meeting from among the Ruling Elders who are serving or have served as members of the Session of the First Presbyterian Church. Should a person nominated by the Session fail to receive a majority of the votes of those present, the Session shall make additional nominations until a new Director is elected. The term of all officers of the Corporation shall be three years. All Directors shall hold office until their respective successors are elected.
5. A regular meeting of the Directors shall be held annually in the month of October and shall be called by the President or two directors, notice to be given to all Directors within reach of notice. A majority of the

Directors shall be a quorum. The Secretary-Treasurer shall record and preserve minutes of all Directors meetings.

6. The initial class of Directors elected following the acceptance of these bylaws as amended by the congregation shall continue in office until expiration of the term in October, 1986.


7. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the majority of the Session at any regular Session meeting. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

8. Any action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent is in writing, setting forth the action so to be taken, shall be signed before such action by all of the directors.

9. These bylaws may be altered or amended in a meeting of the congregation of the Church duly called for that purpose.

Adopted October 30, 1983

CONGREGATION OF FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC.

  
James O. Speed, Jr.,  
Moderator

\_\_\_\_\_  
Russell P. McLean, Clerk of Session

**Restated Articles of Incorporation**  
**of**  
**The First Presbyterian Church of Marietta, Inc.**

On DECEMBER 11, 2019, the following restated articles were duly adopted by the Board of Directors of The First Presbyterian Church of Marietta, Inc., a Georgia nonprofit corporation, pursuant to Official Code of Georgia Annotated §14-3-1006 of the Georgia Nonprofit Corporation Code.

**Article I**

Name

The name of the corporation is The First Presbyterian Church of Marietta, Inc. (the "Corporation").

**Article II**

Type and Duration

The Corporation is a nonprofit religious corporation, being a local congregation of the Presbyterian Church (U.S.A.), and is organized pursuant to the Georgia Nonprofit Corporation Code. The period of duration of the Corporation is perpetual.

**Article III**

Purposes

The Corporation is organized exclusively for religious and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as the same may be amended from time to time (the "Code").

A. The Corporation shall be an exempt organization as defined in Section 501(c)(3) of the Code. The object of the Corporation is to do religious and charitable work, and is not for pecuniary gain or profit. The Corporation shall have any power to finance its operations, to carry on activities, or take any action of any character whatsoever, that is not prohibited by law or required to be stated in these articles, provided, however that no part of the property or net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers, any present or future members (if any), shareholders or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article III. The Corporation shall not carry on propaganda, or otherwise attempt to influence legislation to such extent as would result in loss of its exemption

from federal income tax under Section 501(c)(3) of the Code, and the Corporation shall not participate in, or intervene in (including publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

B. Subject to the limitations stated in these Articles, the Corporation may do each and everything necessary, suitable or proper for the accomplishment of any of the purposes herein enumerated or which at any time appear conducive to or expedient for the protection or benefit of the Corporation. In furtherance of and not in limitation of the general powers conferred by the laws of the State of Georgia and the objects and purposes hereinbefore set forth, and subject to the limitations stated in these Articles, it is expressly provided that to such extent as a Corporation organized under the Georgia Nonprofit Corporation Code may now or hereafter lawfully do, the Corporation shall have the power to do, either as principal or agent and either alone or in connection with other corporations, firms or individuals, all and everything necessary, suitable, convenient or proper for, or in connection with, or incident to, the accomplishment of any of the purposes or the attainment of any one or more of the objects hereinbefore enumerated, or designed directly or indirectly to promote the interest of the Corporation or to enhance the value of its properties, and in general, to do any and all things and exercise any and all powers, rights, and privileges which a corporation may now or hereafter be authorized to do or to exercise under the Georgia Nonprofit Corporation Code or any amendment thereto.

C. The religious purposes for which the Corporation is formed are more fully set forth in the Constitution of the Presbyterian Church (U.S.A.) (citations herein to the Book of Order), including The Great Ends of the church:

- (1) the proclamation of the gospel for the salvation of humankind;
- (2) the shelter, nurture, and spiritual fellowship of the children of God;
- (3) the maintenance of divine worship;
- (4) the preservation of the truth;
- (5) the promotion of social righteousness; and
- (6) the exhibition of the kingdom of heaven to the world.

(Book of Order G-1.0200.) In furtherance of the Constitution of the Presbyterian Church (U.S.A.) and the purposes stated above, the Corporation shall exercise powers as set out herein.

## **Article IV**

### **Support and Conform to the Constitution of the Presbyterian Church (U.S.A.)**

The Corporation shall support, at all times and in all respects, the Constitution of the Presbyterian Church (U.S.A.). The Corporation and all of its property, both real and personal, shall be subject to the Constitution of the Presbyterian Church (U.S.A.), as it is now or shall be, from time to time, amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.). The business of the Corporation shall be conducted in conformity with the Constitution of the Presbyterian Church (U.S.A.), as it is now or shall be, from time to time, amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.).

## **Article V**

### **All Property Held in Trust for the Presbyterian Church (U.S.A.)**

All property, both real or personal, held by or for the particular church, whether title is lodged in the Corporation, the board of trustees or a trustee, or an unincorporated association, and whether the property is used in programs of the particular church or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.). (Book of Order G-4.0203.)

## **Article VI**

### **Power and Duties**

A. The Corporation shall have the powers and duties granted by the Constitution of the Presbyterian Church (U.S.A.), including the power to:

1. receive, hold, encumber, manage, and transfer property, real or personal, for the church;
2. accept and execute deeds of title to such property; hold and defend title to such property; and
3. manage any permanent special funds for the furtherance of the purposes of the church. (Book of Order G-4.0101.)

B. To the extent not included in the Paragraph A of this Article, and not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), the Corporation shall have all of the general powers of a nonprofit religious corporation organized under the Georgia Nonprofit Corporation Code.

C. The powers and duties of the trustees shall not infringe upon the powers and duties of the session and the board of deacons of the church and such powers and duties shall be exercised in conformity with the Constitution of the Presbyterian Church (U.S.A.). (Book of Order G-4.01.) In addition, the Corporation shall not engage in ultra vires acts.



## **Article VII**

### **Members**

Only members on the active role of The First Presbyterian Church of Marietta, Inc., in good standing according to the form of government and rules of discipline of the Presbyterian Church (U.S.A.), shall be members of the Corporation and eligible for election as trustees. (Book of Order G-4.0102.)

## **Article VIII**

### **Trustees**

The directors of the Corporation are designated trustees. The trustees shall be those persons who are elected, installed, and serving as either active elders or elders in rotation of the session of The First Presbyterian Church of Marietta, Inc. They must also be eligible under civil law. (Book of Order G-4.0101, G-4.0102.)

## **Article IX**

### **Officers**

The bylaws shall identify and provide for the method of election or appointment of the officers of the Corporation.

## **Article X**

### **Bylaws**

The bylaws of the Corporation shall be in conformity with the Constitution of the Presbyterian Church (U.S.A.), as it is now or shall be, from time to time, amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.). The bylaws will be adopted by the members of the Corporation and may be amended or repealed by the members of the Corporation but must at all times and in all respects remain in conformity with the Constitution of the Presbyterian Church (U.S.A.).

## **Article XI**

### **Board of Directors**

The business affairs of the Corporation shall be conducted by a Board of Directors, of not less than five nor more than ten members nominated by the session of the church and elected by the congregation, in the manner and for the terms fixed by the bylaws. The Board shall choose one of their number to be the President of the Corporation. The Clerk of Session shall serve as an ex officio member of the Board and the Secretary of the Corporation.

## **Article XII**

### **Amendments**

The articles of incorporation of the Corporation may be amended or added to, or new articles of incorporation may be adopted, by the affirmative vote of two-thirds of the members of

the Corporation; provided that the articles of incorporation must at all times and in all respects remain in conformity with the Constitution of the Presbyterian Church (U.S.A.).

### **Article XIII**

#### **Limited Liability and Indemnification of Directors or Officers**

A. Pursuant to Section 202(a)(4) of the Georgia Nonprofit Corporation Code, a director of the Corporation shall not have any personal liability to the Corporation or to its shareholders for monetary damages for any action taken, or for any failure to take any action, as a director, except that this provision shall not eliminate or limit the liability of a director of the Corporation for (i) any appropriation, in violation of his or her duties, of any business opportunity of the Corporation; (ii) acts or omissions which involve intentional misconduct or a knowing violation of law; (iii) for the types of liabilities of a director of the Corporation that are imposed by Sections 860 through 864 of the Georgia Nonprofit Corporation Code; or (iv) any transaction from which the director derived an improper personal benefit.

B. Each person who is or was a director or officer of the Corporation, and each person who is or was a director or officer of the Corporation who at the request of the Corporation is serving or has served as an officer, director, partner, joint venturer or trustee of another corporation, partnership, joint venture, trust or other enterprise shall be indemnified by the Corporation against those expenses (including attorneys' fees), judgments, fines and amounts paid in settlement which are allowed to be paid, advanced or reimbursed by the Corporation under the laws of the State of Georgia and which are actually and reasonably incurred in connection with any action, suit, or proceeding, pending or threatened, whether civil, criminal, arbitral, administrative or investigative, whether formal or informal, in which such person may be involved by reason of his being or having been a director or officer of this Corporation or of such other enterprises. Such indemnification, reimbursement or advance shall be made only in accordance with the laws of the State of Georgia, including the Georgia Nonprofit Corporation Code, subject to the conditions prescribed under such statutory provisions.

C. In any instance where the laws of the State of Georgia permit indemnification, reimbursement or advances to be provided to persons who are or have been an officer or director of the Corporation or who are or have been an officer, director, partner, joint venturer or trustee of any such other enterprise at the request of the Corporation, only on a determination that certain specified standards of conduct have been met, that all statutory requirements and procedures have been satisfied, and that upon application for indemnification, reimbursement or advances by any such person the Corporation shall promptly cause such determination to be made in accordance with the statutory procedures of Georgia law.

D. Nothing in this Article shall be construed as limiting the applicability and scope of Georgia law with respect to indemnification, reimbursement and advances for expenses; further, as a condition to any such right of indemnification, the Corporation may require that it be permitted to participate in the defense of any such action or proceeding through legal counsel designated by the Corporation and at the expense of the Corporation.

E. In accordance with the law of the State of Georgia, the Corporation may purchase and maintain insurance on behalf of any such persons whether or not the Corporation would have the power to indemnify such officers and directors against any liability under the laws of the State of Georgia. If any expenses or other amounts that are paid by way of insurance, or by indemnification, reimbursement or advances of funds other than by court order or by action of the Board of Directors, the Corporation shall provide notice of such payment to the Directors and to the members (if any) in accordance with the applicable provisions of the laws of the State of Georgia.

## **Article XIV**

### Dissolution

A. If the church is formally dissolved by the Presbytery of which it is a member, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or any other cause, all such property, both real and personal, present and future, as the Corporation may have shall be vested in and be the property of the Cherokee Presbytery of the Presbyterian Church (U.S.A.), pursuant to the Constitution of the Presbyterian Church (U.S.A.), said Presbytery being an organization qualified under section 501(c)(3) of the Internal Revenue Code of the United States. In the alternative, said property of the Corporation shall be held, used and applied for such uses, purposes and trust as the Presbytery may direct, limit and appoint, or such property may be sold or disposed of as the Presbytery may direct in conformity with the Constitution of the Presbyterian Church (U.S.A.). (Book of Order G-4.0205.)

B. In the event that such Presbytery no longer exists or no longer qualifies as an exempt organization under Code Section 501(c)(3), upon the dissolution of the Corporation's affairs, the Board of Directors shall, after paying or making provision for the payment of the liabilities of the Corporation, distribute, transfer, convey, deliver, and pay over all of the assets of the Corporation then remaining in the hands of the Corporation to the Presbyterian Church (U.S.A.), if it then exists and qualifies as an exempt organization under Code Section 501(c)(3), or if not, to any other organization qualifying under Code Section 501(c)(3) as an exempt organization, to be used exclusively for religious and charitable purposes, as described in Article III herein. In the event that, for any reason, upon dissolution of the Corporation the Board of Directors shall fail to act within a reasonable period of time, the Judge of the Superior Court of Cobb County, Georgia shall make such distribution, exclusively upon the application of one or more persons having a real interest in the Corporation or its assets.

**IN WITNESS WHEREOF**, The First Presbyterian Church of Marietta, Inc. has caused these Restated Articles of Incorporation to be executed by its duly authorized officer, as of this 1<sup>st</sup> day of DECEMBER, 2019.

**The First Presbyterian Church of Marietta, Inc.**

By: \_\_\_\_\_

James H. Powell, President

**CERTIFICATE  
OF  
RESTATEMENT**

Pursuant to Official Code of Georgia Annotated Section 14-3-1006 of the Georgia Nonprofit Corporation Code (the "Code"), THE FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC., a Georgia corporation (the "Corporation"), hereby certifies that:

1. The name of the Corporation is THE FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC.
2. On DECEMBER 11, 2019, Restated Articles of Incorporation of the Corporation (the "Restatement") were duly adopted by the Board of Directors of the Corporation.
3. The Restatement does not contain an amendment to the Articles of Incorporation requiring member approval.
4. Said Restated Articles of Incorporation supersede the original Articles of Incorporation as heretofore amended.

IN WITNESS WHEREOF, THE FIRST PRESBYTERIAN CHURCH OF MARIETTA, INC. has caused this Certificate of Restatement to be executed by its duly authorized officer on this 11<sup>th</sup> day of DECEMBER, 2019.

THE FIRST PRESBYTERIAN CHURCH OF  
MARIETTA, INC.

By: James H. Powell  
James H. Powell, President

## V. Congregational Committees: Functions and Responsibilities

### Officer Nominating Committee (ONC) *Revised 2020*

#### Membership

Two (2) Elders, elected by the Session

Two (2) Deacons, elected by the Diaconate

Six (6) At-large members of the congregation, elected by the congregation

Senior Pastor, *Ex Officio*

#### ONC Term of office

**2 years**, with the exception of those ONC members filling a one-year vacancy.

**See Shared Google Drive for ONC details.**

#### Guidelines for Eligibility of Persons Nominated as Officers

1. Officers shall be elected to serve a full three-year term unless elected to fill a designated vacancy, in which case the term of office shall be the time remaining for the particular class to which the individual is elected.
2. No officer shall serve more than three consecutive years except in the case of an officer elected to fill a one-year vacancy. That officer shall be eligible for election for a full term at the end of the one-year term.
3. Officers shall be ineligible for re-election for the same office for a period of two years, except as provided in Guideline 2 above.
4. No ONC member or member of his or her immediate household shall be nominated for ruling elder or deacon.
5. No person shall be nominated to serve concurrently as a Ruling Elder with a member of that person's immediate household. Deacons and youth officers may serve concurrently with another member of their household.
6. While it is encouraged and a consideration, prior service as a Deacon at First Presbyterian Church Marietta, Georgia, or the Presbyterian Church USA shall not be a requirement for nomination for Ruling Elder.
7. No paid staff member shall be nominated to serve as Ruling Elder or Deacon.
8. With the exception of youth officers, only those persons who regularly submit an Estimate of Giving Card and/or contribute to the church's general operating funds without a pledge card shall be eligible for nomination for Ruling Elder or Deacon.
9. All active members of the congregation shall be eligible for nomination for Ruling Elder or Deacon except as restricted by the above guidelines.

## **GUIDELINES FOR EVALUATION FOR OFFICERS**

A person being considered for nomination as an officer should:

1. Be a person of faith, dedication, good judgement, and spiritual maturity who witnesses his or her faith by being a leader in worship and in spreading the gospel, both within the church and within the world.
2. Be a person who demonstrates stewardship of time and money as well as regular church attendance, with participation in activities resulting in service to the church and the community by the sharing of time, talents, and resources.

## **Pastor Nominating Committee (PNC)** *(Revised 2021)*

### **Membership**

Two (2) Elders elected by Session

Two (2) Deacons elected by Diaconate

Five (5) At-large, elected by the congregation

### **Term**

Until discharged by congregational vote.

**See Shared Google Drive for PNC details.**

## **VI. Session Councils: Functions & Responsibilities**

### **Administration Council** *(Revised 2021)*

#### **Membership**

- Three (3) Elders recommended
- The Clerk of Session
- The Moderator of the Diaconate
- The Moderator-Elect of the Diaconate.
- The Pastor and the Administrative Director are ex-officio non-voting members.

#### **Term**

One year minimum, two preferable.

#### **Responsibilities**

Oversee administrative matters regarding staff budgets and personnel performance.

#### **Functions**

##### **Personnel Committee**

Establish and maintain the Personnel Committee consisting of the three Elders, Clerk of Session, the Administrative Director (ex-officio), and the Pastor [ex-officio] to consider and determine actions involving sensitive personnel matters.

##### **Technology Committee**

This will be an ad hoc committee, chosen and directed by the Admin Chair and Administrative Director. Membership will be comprised of experts in the field where the issue lies.

##### **Salary Administration**

Establish and maintain the Salary Administration Plan which shall include salary grades and ranges for all staff members. Review and recommend approval of all proposed:

- Changes to the call of the ministers.
- Starting salaries above the mid-point of the applicable salary range; and
- All salary changes.

##### **Personnel Matters**

Establish and maintain the personnel policies for all Staff members.

Review all matters involving the terms and conditions of employment of the staff that are not in accordance with the established personnel policies.



**Staff Budget**

Prepare and recommend approval of the annual budget for all salaries, employee benefits, and related costs.

**Job Descriptions**

Establish and maintain job descriptions for all Staff Members (retained by the Administrative Director).

**Minister's Call**

Develop the terms of all calls and call changes and obtain stewardship approval.

Request that the Session call a congregational meeting when appropriate to change the terms of a call.

Present to the congregation the terms of the call.

**Performance Reviews**

Conduct an annual performance review of the Pastors.

Ensure that annual reviews are conducted for all fulltime, permanent employees.

**Disciplinary Matters**

Advise the Pastor on disciplinary matters. Review and approve or disapprove severe disciplinary actions such as suspensions and dismissals.

**Assignments**

Assign to an appropriate council/committee, responsibilities that arise and are not included in the functions and responsibilities of any council / committee.

## **Adult Discipleship Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Three (3) Deacons recommended
- Representatives from each Sunday School Class or other educational opportunity
- Church Librarian
- At-large members, subject to Session approval
- Staff Liaison

### **Term**

One year minimum

### **Responsibilities**

- It is the responsibility of this Council to provide for the Christian Education of the adult members of this congregation. Educational activities occur on Sunday mornings, Wednesday nights, and at other times during the week.
  - Council approves Bible study/curriculum with the advice of a staff pastor. The Council informs the Session of the approval at their next Stated Session meeting.
  - Council presents prospective teachers to the Session for approval
  - Council provides oversight, support, and training for the Bible study leaders and teachers.
  - Ensure that the church is properly represented at all meetings of Presbytery and higher governing bodies when required.
- Communicate to the Session, the Diaconate, and the congregation Actions of any governing bodies of the PC(USA) as they relate to this congregation.
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### **Functions**

#### **Sunday Adult Programs**

Adult Sunday School

#### **Wednesday Programs and Weekly Classes**

Weekly Bible Studies

Wednesday Night Programs

Presbyterian Women

FPC Book Club

**Leadership and Training Events**

Sunday adult teachers

Adult Discipleship Leader Training

**Christian Education Administration**

Communications to teachers and congregation

Christian Education curriculum oversight, resources, and equipment

**Other Areas**

Church Library

Seminarian Care

Curriculum Resource Room

## **Congregational Life Council** *Revised 2020*

### **Membership:**

- Two (2) Elders recommended
- Five (5) Deacons recommended
- At-large members, subject to Session approval
- Staff Liaison

### **Responsibilities:**

- To develop and implement specific programs which:
  - Respond to identified needs and concerns of our church members
  - Nurture our members
  - Are a visible witness of our faith
  - Promote fellowship and are a means of connection to others
  - Provide an avenue of service to others
- To develop and oversee the annual operating budget.
- To propose and oversee all Council Programs and Activities, to include but not limited to (based on current year programs):
  - Congregational Fellowship:
    - Church Picnic
    - Dinner & Wine Groups
    - History Committee
    - FPC Ladies/FPC Night Out
    - Pictorial Directory – every three years with annual updates
  - Congregational Care:
    - Adoption/Foster Family Connection
    - Congregational Assistance Fund (see attached policy)
    - Congregational Health Ministry
      - National Alliance on Mental Illness (NAMI)
    - Home Visitation/HomeBound
    - FPC Neighborhood Connection
    - Prayer Shawl Ministry
    - Stephen Ministry
- To assist in securing volunteers to support all programs, as committee chairpersons and members.
- To coordinate with Staff Liaison Minister regarding Council activities and programs.
- To evaluate existing and proposed programs to ensure that they address congregational needs and make recommendations to the Session on those programs that should be initiated or discontinued.

## **Congregational Assistance Fund Disbursement Policy** *Revised May 10, 2011*

*Approved by Congregational Life Council, Stewardship Council, and the Session*

*"Carry each other's burdens, and in this way, you will fulfill the law of Christ." Galatians 6:2*

First Presbyterian Church aspires to meet the needs of those in our church community through wise and generous stewardship of the resources with which God has blessed us. The Congregational Assistance Fund is intended to relieve an emergency need, to be used when an individual or family requesting assistance has exhausted all other reasonable sources of help.

### **I. Oversight:**

The Congregational Assistance Committee ("Committee") shall have the responsibility for overseeing the administration of the Congregational Assistance Fund ("Fund"). The members of the Committee shall determine who will receive disbursements, in what amount, and for what duration.

### **II. Committee Composition**

The Committee shall be comprised of the Church Administrator, Chair of Congregational Life Council, Chair of Stewardship Council, and the Pastor of Congregational Life.

### **III. Eligible Expenses:**

Recipients of the fund shall be part of the FPC community. The Fund is to be used for temporary help during a period of crisis and disbursements from the fund should be for basic necessities such as food, clothing, shelter, utilities and medical care.

In an effort to respect the privacy of the person making the request, the committee will keep all names in confidence. Criteria for determining need will include, but not be limited to, income limitations, distressed situation, loss of job, and death in family.

### **IV. Duration of Assistance:**

The church will provide assistance for a specific need with a clear understanding that the Congregational Assistance Fund is not able to provide long term support. The Committee will have discretion over term and total amount of financial assistance in each case.

### **V. Contributions to the Fund:**

In order to comply with IRS regulations concerning charitable contributions, all gifts to the Fund must be unconditional and may NOT be earmarked or otherwise designated for particular purposes or recipients.

Donors making contributions to the Fund subject to these conditions may be able to claim a deduction for tax purposes. Donors should consult their individual tax advisor for confirmation. The Committee shall communicate to the Stewardship Council when the balance of the Fund drops below \$5,000 in order to replenish the Fund through the solicitation of the congregation.

## **VI. Guidelines for CAF Committee**

Approval for disbursements from the Fund shall follow the following steps:

- a) Individuals or families seeking assistance shall make a request to the Church Administrator or Pastor for Congregational Life.
- b) Application is reviewed by Committee. An exception to this policy would be when less than \$500 has been requested for living expenses.
- c) Availability of Funds is confirmed.
- d) Determine the limit of assistance.
- e) May recommend recipients participation in a financial literacy class, such as Crown Ministries or Financial Peace University.
- f) All effort should be made to disburse funds directly payable to vendors or creditors.

At least two members of the Committee (the Pastor for Congregational Life and one Elder Council Chair) are needed to approve each request over \$500.

## **Family Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Four (4) Deacons recommended
- Staff Members:
  - Preschool Director
  - Associate Pastor
  - Children's Director
  - Nursery Director
- Mother's Morning Out Coordinator
- Church at Large Members, subject to Session approval
  - A number appropriate to assist with the various committees of the council including a senior high representative
  - 1-2 youth advisors

### **Functions**

- Parent Growth and Encouragement
  - Training/ Educational Events for Families.
  - Work to further empower Parents in the growth of their children.
- Preschool and elementary Sunday School
  - Teacher recruitment, support, encouragement, and training
  - Nursery oversight
  - Sunday morning classes
  - Wednesday Night activities
  - Worship instruction and Children's Church
- Mothers Morning Out
- Special events:
  - Vacation Bible School and Mission Camp
  - Special needs programs
  - Third Grade Bible Dedication
  - Advent activities
  - Fellowship events
  - Confirmation Classes
- Middle and High School Youth Programs:
  - Regular Programs, Retreats,
  - Missions support, planning, and fundraising
  - Special Events:
    - Family Ministry Events
    - Concerts/Outreach Events

- High School Graduation recognition
- Advisor recruitment, support, encouragement, and training
- Weekday Preschool:
- Teacher recruitment, support, encouragement, and training
- Summer Camp Program
- Oversight of preschool board

### **Operational Procedures**

- Monthly meetings
- Director reports and agenda due the Thursday before the meeting
- Vision and mission of Family Council will be reviewed annually by council.
- The meeting will not last longer than 1.5 hours except by vote of the Council.
- Regularly support volunteers.
- Rotation on the committee -maximum three-year commitment and one year off.

### **Policies**

- All volunteers will be approved by the Family Council and submitted to the Session for approval. Each volunteer will adhere to the Child Protection Policy and Background checks as designated by the Session and in accordance with State and Federal Laws.
- All adult and college advisors as well as chaperones going on retreats and events will be approved by Family Council and submitted to the Session for approval.
- Reports will be made to the Family Council following all youth retreats and/or events. The Family Council will report situations from these retreats to the Session as deemed necessary to keep them informed.
- Detailed reports of income and expenses will be kept on all major retreats and events.
- All outside speakers and groups will be approved by the Family Council and submitted to the Session for approval.



## **Food Ministry Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Eight (8) Deacons recommended
- Staff Liaison

### **Purpose**

- To coordinate, oversee and encourage the growth of the food ministry of First Presbyterian Church, to include all food-related events both inside First Marietta and in the community, including but not limited to: general outreach and fundraising initiatives, Sunday Fellowship Breakfast and Hospitality Table, Wednesday Night Supper, Bible Study luncheons, Officer & Staff annual dinner and Saturday retreat, annual Church Picnic, Holy Week Luncheons, annual Stewardship luncheon, funeral receptions, and wedding or other receptions

### **Meetings**

- The Food Ministry shall meet monthly if deemed necessary by the committee chair, at a time and date to be determined by the chair; and at other times as needed.

### **Functions**

- The Food Ministry Council, working in conjunction with the Director of Operations and kitchen staff, shall assist in the coordination of food-related events for the congregation. The Council will be responsible for ensuring an adequate number of staff and volunteers are available for all regular events, including but not limited to: the Fellowship Breakfast, Wednesday Night Supper, Presbyterian Women's Lunch, Thursday Bible Study lunch, as well as any non-recurring special events, such as funerals, wedding receptions, fundraisers, etc.
- Activities that have a food component that are either staff or volunteer driven will be overseen by the Council, with assistance provided where needed and requested.
- The Council will endeavor to continue to encourage the Green Initiative in the kitchen with greater emphasis on eco-friendly practices, and less reliance specifically on plastic or Styrofoam products. Similarly, where possible the Council will encourage the coordination of menus across events so that the Church might benefit from economies of scale in food procurement.

## **Mission Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Eight (5) Deacons recommended
- At-large members, subject to Session approval
- Staff Liaison

### **Member Responsibilities**

Each member is expected to:

- Pray regularly for FPC-supported ministries and missionaries.
- Be familiar with policies and practices of the Mission Council
- Attend council meetings, both regular monthly and called.
- Participate at a majority of Mission Council-sponsored events
- Deacons and elders who are not current chairs of the council act as liaisons with the sponsored organizations and maintain communication and healthy relationship with at least one supported agency/missionary. Communication will happen at least quarterly to insure appropriate use of funds.
- Study missions and new mission opportunities
- Be alert to pass on new information to the council.
- Serve as a source of mission information to the congregation.

### **Functions of the Council**

- Seek and share prayer concerns.
- Develop and update mission policy as necessary
- The council will evaluate and recommend to the Session the missionaries, agencies, special projects, and ministries for approval of support
- Prepare and administer the mission budget.
- Educate and inspire the congregation in the field of missions.
- The council will give guidance to the congregation for effective and creative ministry to the internal, local, regional, and international communities
- Advocate for mission projects and encourage giving of finances, time, and materials.
- Celebrate FPC members who participate in mission activities.
- Administer and evaluate the mission program so as to stimulate interest and participation of the congregation in missions.
- The council will promote and support the needs of FPC supported missionaries.
- The council will sponsor an annual Mission Expo to highlight budgeted mission partners and other opportunities.

### **Sub-council Committee Functions**

- The Steering Committee will be made up of the Chair, the Chair-elect, and a representative from the church staff. This committee prepares, reviews, and monitors the budget. This committee reviews the policy handbook, future goals, recruits, and trains council members and assists in developing a mission program.
- The Steering Committee will propose a budget for the consideration and approval of the council, by timeline put forth by chair of Stewardship. The procedure for preparation and approval of the budget is as follows:
  - The council will determine the need for support of each FPC mission recipient.
  - The Steering Committee will furnish to the council a copy of the budget based on amount of funds available, as determined by the chair of Stewardship.
  - A majority of the council will approve the budget and submit it to the Session
  - The above steps would be followed for requesting funds from the Gift Trust Fund

### **Club 3:30 Advisory Committee**

- The Mission Council chair shall propose, and the Session shall approve, two Club 3:30 church member volunteers to serve. The chair and chair-elect shall serve. The two Club 3:30 employees shall serve ex-officio as non-voting members. The associate pastor shall also serve ex-officio. The committee shall provide oversight, direction, and support to the club 3:30 program.

## **Planning Council** *(Revised 2021)*

### Membership

- Two (2) Elders
- Five (5) Deacons
- At-large members as needed, subject to Session approval

The Planning Council identifies and addresses the long-term needs of FPC Marietta. The council is tasked to look at the church from a holistic point of view while considering how the church's staff, councils, committees, and others should work together and how the facility should be equipped and modified to allow FPC to fulfill its Ministry aspirations. The Planning Council is compelled to consider the future and determine the broader needs of the church and to recognize FPC priorities while considering funding limitations.

In general, the Planning Council will work through a varying assortment of Recurring Task Forces. These will be staffed by FPC volunteers, approved by the Session, who are guided by Planning Council members. Major Focus Areas include: Ministry Needs, Facility Needs, and Master Planning. Specialized Task Forces will be created as needed.

### **RECURRING TASK FORCES** (with Tentative Timings of utilization)

- **Ministry Needs**
  1. Opinion Survey TF (2018, 2021, 2024 ...)
  2. Growth Projections TF (2020, 2023)
  3. Staffing/Organizational TF (2021, 2024)
- **Facility Needs**
  4. Project Definition TF (2018, 2019, 2022, 2024)
  5. Project Execution TF (2019, 2020, 2021, 2022, 2023, 2025)
- **Master Planning**
  6. Ministry Three Year Plan (2021, 2024)
  7. Facility Three Year Plan ((2022, 2025)
  8. Benchmarking (2023 ...)

## **Property Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Five (5) Deacons recommended
- At-large members, subject to Session approval
- Staff liaison

### **Responsibilities**

- The Property Council provides for the cleaning, repair, and maintenance of the buildings of the church and surrounding grounds. It provides for the repair or refinishing of the furnishings of the church. The committee provides for the maintenance of the mechanical and office equipment of the church, maintenance and operation of the audio-visual equipment and supervision of the kitchen operation.
- This committee is responsible for preparing the annual property capital and expense budget requests with the support of the Church Administrator, ministers, and council or committee chairs. Capital outlays shall be planned for three years and budgeted for the coming year
- At the beginning of each calendar year, the chair, chair-elect, and the new members of the committee must take an inspection/introduction tour of the church with the Church Administrator and/ or Facilities Manager to evaluate the condition of all properties and buildings, safety equipment and procedures, security equipment and procedures.
- The Property Committee is to provide a safe, orderly, and updated evacuation/ sheltering plan for the entire church and Sunday School area to cover the events of fire and severe weather. A fire drill shall be conducted yearly for the purpose of ensuring the plan is effective and that all fire doors and alarms function correctly.

## **Stewardship Council** *(Revised 2021)*

### **Membership**

- Three (3) Elders
- Three (3) Deacons, including Moderator of Diaconate, Chair(s) of First Fruits, and one other appointed by the Diaconate
- The General Fund Treasurer and the Contributions/Special Funds Treasurer
- Additional members of the congregation appointed by the Session
- Pastor or designee
- Administrative Director
- Director of Finance

### **Responsibilities**

#### **General**

- To encourage the members of the congregation to give generously of their money, time, and talents to God's work in this church.
- To assure that the money contributed is used effectively and is distributed to the causes for which it was intended.

#### **Finance**

- Oversee the preparation of a Unified General [Fund] budget for submission to the Session at the beginning of each year in collaboration with other councils.
- Ensure the presentation of [Issue] periodic financial reports that clearly show the income, expenditures, assets, and liabilities of the General fund and other church funds.
- Monitor the expenditures of all councils to ensure compliance with the budget and any special conditions that the Session may impose.
- Establish investment policies for all church funds except the Gift Trust Fund.
- Provide for annual audits in accordance with the Book of Order.
- Develop and maintain a long-range financial plan in collaboration with the Planning Council.

#### **Stewardship**

- Encourage our members to be generous in applying their resources to God's work in this church and the ministries it supports.
- Conduct an annual Campaign to encourage the members of the congregation to give their money generously to the General Fund.
- Determine, in collaboration with other councils, the special fund drives that are needed each year and recommend them to the Session.

## **Council Policies**

All councils and committees will comply with the following policies:

- The budgets recommended to the Session shall not exceed a reasonable estimate of the total amount of General Fund income from all sources including carry over from the previous year.
- All church expenditures shall go through the books of account of the church.
- Loans shall not be made to members of the congregation.
- The Stewardship Council will keep the congregation advised of the general financial condition of the church and make details available on request.
- A council may transfer funds between its accounts to avoid overruns and shall advise the Stewardship Council of the transfers. No transfer reflecting a major change in a council's activity shall be made without Session approval.
- The term of any treasurer shall not exceed three years.
- The General Fund shall receive interest earned by money in designated fund accounts, except for accounts in which funds are intended to remain for long periods of time.
- Fund raising activities by Councils/Committees need to be approved by Stewardship, either in vote by the Session of the annual list or individually as they are proposed. No activity should be brought to Stewardship until first approved by the Council/Committee overseeing the program.

## **Benevolence Policy**

The allocation of undesignated special gifts, bequests and memorials shall be administered as follows:

1. The Clerk of the Session shall be informed of the receipt of any such undesignated special gifts.
2. All undesignated special gifts, bequests and memorials shall be sent to the Session via Stewardship who will make recommendations on how to distribute the gift.
3. Potential candidates for distribution by Stewardship may include, but are not limited to:
  - a. Acquisition of equipment and furnishings from FPC when designated to honor or memorialize the donors or their designees.
  - b. Gift Trust Fund
  - c. Debt Retirement
  - d. Capital Reserves Fund
  - e. Benevolences
4. For funds approved by the Session for distribution to benevolences, the Benevolence Committee - consisting of the Council Chairs, the Diaconate Chair, and the Clerk of the Session, who shall Chair the committee - shall review suggestions for use of the funds and make recommendations to the Session.

## **Designated Gifts Policy**

1. All designated gifts shall be received in confidentiality, recorded as directed by the donor on the church ledger in "Designated Donor Restricted" accounts, and assigned appropriate account numbers and designated titles to identify the restricted account. The Minister/Director and Council Chair responsible for the designated account will be notified by the Director of Accounting of the designated gift availability and the restrictions associated with the gift.

2. Ministers/Directors, Council Chairs, and the Chair of Stewardship will discuss with a donor the suitability of such donations if the need for which the gift is given has already been met, is no longer suitable, or the funds could better be directed to another purpose. The Minister, Council Chair and the Chair of Stewardship may find it necessary to advise a donor that FPC cannot receive the gift if: a) the restrictions of the donor cannot be honored by FPC, or b) both parties cannot agree to the suitability of the gift.
3. Designated gift(s) will be used before general budget funds to cover appropriate expenses in all financial transactions. Designated funds will not be placed in “reserve” for any reason by any Minister, Council Chair, or Director.
4. If a gift remains unspent after twelve months of the receipt, the gift may be reallocated by the Council responsible for managing the designated account/funds and used for purposes the Council deems to meet the current needs of FPC and the Council.
5. If a gift in #4 above is to be reallocated, the Council Chair will notify the donor(s) prior to the proposed redirection of funds and the current need(s) to which the funds will be applied.
6. Non-cash contributions of goods and services, if deemed appropriate to be received by the Administrative Director for the church, will be acknowledged by FPC as received but the appraised value for tax purposes is the responsibility of the donor.



## **Witness Council** *(Revised 2021)*

### **Membership**

- Two (2) Elders recommended
- Four (4) Deacons recommended
- At-large members, subject to Session approval
- Staff Liaison

### **Purpose**

- To extend the hand of greeting and fellowship to all who enter our church, members and visitors alike
- To welcome each visitor as a potential member looking for a church home, and to provide personal guidance, assistance, and encouragement in helping to accomplish that goal
- To provide an organized new member orientation and training class to assist new members in better utilizing their interests and talents in our church activities and programs

### **Committees**

- Greeter Program
- New Member Orientation Program
- Visitor Welcome Bag Ministry

### **Responsibilities**

One of the responsibilities of all councils is to work with the Session, the Diaconate, and congregation to fulfill our First Presbyterian Church mission statement as stated in Matthew 28:18-23, as follows:

“All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.”

The Witness Council recognizes that its role in accomplishing this Great Commission is:

To offer our fellowship to all

To serve the needs of the people

To nurture ourselves and others in Christ’s example and teaching

## **Worship Council** *(Revised 2021)*

### **Membership**

- Three (3) Elders recommended
- Five (5) Deacons recommended
- One representative from the Chancel Guild
- At-large members, subject to Session approval
- Staff Liaison

### **Meetings**

The Worship Council shall meet monthly at a time to be determined each year by the Chair, and at other times as needed. Depending on circumstances, meetings may be cancelled or rescheduled. When necessary for formal actions, it shall follow the same procedural rules as the Session.

### **Functions and Responsibilities**

The Worship Council provides for the following (per the Book of Order, 2017 Edition, p.85):

- Preaching of the Word
- Celebration of Sacraments
- Overseeing and approving all public worship
- Determining occasions, days, times and places for worship (special services)
- Space for worship including arrangement and furnishings
- Utilization of special appointments such as flowers, candles, banners, paraments, and other objects of art
- Music and other arts in worship
- Individuals who lead worship through music, drama, dance, and other arts

### **Committees/Guilds/Activities Coordinated by Worship Council**

Chancel Guild, which consists of:

- Acolyte Committee
- Communion Guild (including all components of Communion preparation)
- Flower Guild
- Funeral Guild
- Pew Preparers (Thursday)
- Chancel Preparers (Saturday)
- Wedding Guild
- Interior Décor Committee

Worship Attendance Report

Deacon/Usher Assignments (completed by the Diaconate)

Beadle Duty Assignments

Communion Assignments (serving of Communion)

## **Communion**

### **Communion Documentation**

Documentation concerning the preparation and distribution of Communion will be reviewed and revised no less than annually (more frequently if needed) by the Worship Council and will include:

- A list of all Communion Services to be held during the year, including the type of Communion to be provided (tray service or intinction). This list will be created by the Worship Chair in conjunction with the Senior Worship Staff.
- The detailed processes used to serve Communion in the Sanctuary
- The detailed processes used to serve Communion in the Great Hall
- The detailed processes used to serve Communion by Intinction
- The detailed processes for preparing Communion of each type

This documentation will be distributed yearly to the Officers and will be available at any time by request to the Chair of the Worship Council. Instructions also are available from the Communion Captains.

Each year an Officer who is a member of the Worship Council will be assigned to the following Communion-related duties:

- Scheduling Elders for serving Communion
- Scheduling volunteers to assist in preparation of the Communion elements

### **Scheduling Elders for Serving Communion**

In the month preceding the service, the Scheduler will coordinate with the leadership of Communion Guild (the Elder appointed by the Session to oversee preparation and the Officer responsible for scheduling preparers) to assure all are planning for the same type of communion distribution (tray service or intinction).

For each service including Communion, the Scheduler will assign and confirm the Captain for the service. At least one week before any service including Communion, the Scheduler will prepare and distribute a list of assignments for distribution of the Bread and Wine (the list should include the name of the Captain for the service). If any Elder is unable to fulfill their assignment, it is the Elder's responsibility to find a substitute either from the Active Elder roster or the College of Elders roster (Elders on rotation) and communicate that substitution back to the Scheduler and the Captain for the assigned service. The Scheduler will revise and redistribute the schedule no later than 2 days prior to the service.

### **Scheduling Volunteers to Prepare the Communion Elements**

For each Communion service (the type of distribution being previously confirmed, see above), the Officer responsible for scheduling the preparers will contact those who have volunteered in order to develop the schedule for both preparation and clean-up. This Officer will develop and distribute the schedule based on the availability of the volunteers and the type of communion being planned. This Officer also is responsible for recruiting new volunteers to encourage active participation of as many church members as possible. This function is part of the Communion Guild, a component of the Chancel Guild.

### **Chancel Guild & Committees**

- The Chair of Chancel Guild assists in coordination of the various functions of the committees represented within the Guild in achieving the mutual goal of properly and efficiently preparing for worship.
- The Acolyte Committee oversees all activities of the acolyte program, including training and scheduling. Acolytes are recruited from youth in the second through sixth grades and are scheduled to serve at Sunday morning worship services.
- The Communion Guild oversees all aspects of Holy Communion. This committee schedules volunteers to assist the leader (appointed by Session) in the preparation of communion.
- The Flower Guild schedules memorial flowers and maintains the flower calendar for Sunday services. This committee also assists with the decoration of the church for holidays and special events.
- The Funeral Guild coordinates all aspects of preparation of the church facilities to assure a smooth service and serves as hosts/hostesses for the church.
- The Pew Preparers (Thursday) coordinate preparation of pews for Sunday worship services. This includes updating all inserts and attendance pads, as well as checking the distribution of hymnals and bibles. This function is scheduled by the Church staff.
- The Saturday Chancel Preparers coordinate preparation of the Sanctuary and Great Hall, according to the Liturgical Calendar for Sunday services. A general inspection of the chancel area in the Sanctuary and Great Hall is made on Saturday afternoon assuring all necessary details are in place. This job includes preparing the paraments, placing the memorial flowers, filling, and placing the communion candle sticks, cleaning the pulpit cups, checking the baptismal fonts and pulpit areas to be certain they are straightened and made ready for Sunday Services.
- The Wedding Guild furnishes a director and an assistant director for each wedding held at First Presbyterian church. They assist the bride in planning the ceremony, as well as direct the rehearsal and the wedding.
- For Special Events, the Chancel Guild Chair coordinates with various volunteer groups who request assistance with decorations for events such as luncheons, receptions, or other events.

## **VII. Session Committees**

### **Benevolence Committee** *(Revised 2021)*

#### **Membership**

- Council Chairs
- Clerk of Session, who will serve as Chair of the Benevolence Committee.
  - Immediate Past Clerk of Session
  - Chair of Gift Trust

#### **Responsibilities**

- Recommend to the Session the distribution of funds allocated by the Gift Trust Committee for disbursement

#### **Functions**

- Meet not less than annually to hear and evaluate recommendations from the Councils for the distribution of funds allocated by the Gift Trust Fund Committee ensuring that every Council has the opportunity to present its recommendations to the Committee.
- Ensure that the recommendations of causes to which the gifts will be distributed meet the criteria specified in the attached “Definition of Appropriate Distributions.”
- Recommend the agreed upon distribution to the Session at the next State Meeting
- In the case of special designated gifts, identify, in coordination with the donor or surviving relatives/friends of the donor, appropriate means to recognize the donor of a special gift for his or her contribution and recommend action to the Session.
- Coordinate with the Church Treasurer(s) to ensure that distributions as approved by the Session are disbursed in a timely manner.
- Maintain follow up with the recipients of distributions to verify that such distributions are being properly administered and going to the cause(s) intended by the Committee and the Session.
- Maintain records of distributions and the subsequent stewardship of them to guide future Committee decisions.

#### **Definition of Appropriate Distributions** *Adopted July 28, 1999 & August 4, 1999*

- Special gifts falling within the purview of the Benevolence Committee shall be used for the mission of the Church, recognizing that the Church’s mission embraces the congregation and nonmembers who attend services/functions and that it further extends to all parts of the world.
- They may be used to support:
  - Domestic and international Christian ministries outside of FPC
  - Extraordinary mission-oriented events and services within FPC; and
  - Acquisition of equipment and furnishings for FPC when designated to honor or memorialize the donors or their designees

## **Communications Committee** *(Revised 2021)*

### **Membership**

- One (1) Elder recommended
- Three (3) Deacons recommended
- At-large members, subject to annual Session approval
- Staff liaison

### **Term**

Two year minimum.

Experience and background in communications is very important.

### **Purpose**

To ensure all communications support the mission of the First Presbyterian Church of Marietta by inviting, informing, including, instructing, and inspiring the congregation and community to learn about God and the saving grace of Jesus Christ. We facilitate the mission through clear, concise, timely, and accurate communications.

### **Responsibilities**

The Communications Committee shall manage the content of the FPC Communications Guide and shall conduct a review of the Guide annually, at a minimum; or more frequently as technology, economic conditions, or communication's concepts dictate.

- All additions, corrections, and changes to this Guide should be directed to the Communications Committee
- The Communications Committee will support and, when needed, facilitate the communications efforts of the various church ministries

### **Functions**

The Communications Committee falls under the direction of the Session.

The committee will ensure that the FPC congregation, all members of the FPC staff, officers, and ministry chairs have access to this guide and that it is maintained on the FPC website.

- All personal information will be kept confidential and secure and in accordance with the Privacy Guidelines contained in the FPC Communications Guide located on the FPC Marietta website.
- Adherence to the FPC Communications Authority as defined in the Communications Guide shall be followed at all times.
- Coordinate and initiate cooperative events with other congregations.

## VIII. Google Drive Index

### FOLDERS

- **Cherokee Presbytery**
  - Cherokee Presbytery Operations Manual
- **Church Security Procedures**
  - Weapons Policy
- **Diaconate**
  - 2020 Info
  - 2021 Diaconate Handbook
  - Diaconate Meeting Schedule 2021-2022
  - FEB 28 2021 Diaconate Minutes
  - InPersonWorshipDeacon1
  - InPersonWorshipGreetersUshers
  - Session Diaconate Contacts 2022-2024
  - Session Meeting Schedule 2021-2022
- **Forms**
  - Facilities Repair Request form
  - Financial Transaction Form
  - Financial Transaction Form 1500
  - Food Service Request Form
  - FPC AV Request Form
  - FPC Facilities Usage Setup Request Form
  - Vehicle Request Form
- **Gift Trust & Benevolence**
  - Benevolence Committee Origins
  - Distributions Rev 1.3.2019
  - Gift Trust Fund Committee – 2019 Annual Meeting Report
  - Gift Trust Fund Committee Charter 2021
  - Gift Trust Fund Committee Distribution Policy Approved 9.20.2015
  - GTF Benevolence Uses Rev 1.30.2019
  - GTF IPS 20120001
- **ONC & PNC**
  - Deacon Activities 8.3.20
  - Elder Activities 8.3.20
  - ONC-5 ONC Guidelines 8.23.20
  - ONC Timeline
  - ONC-1 ONC Nominee Agreement Form 8.23.20
  - ONC-2 elder Nominee Agreement Form 8.23.20
  - ONC-6 Officer Bio Form
  - ONC-7 Youth Deacon Agreement 8.23.20

- **Schedules and Contacts**

- Session Diaconate Contacts 2021-2023

- Session Diaconate Contacts 2022-2024

- Session Meeting Schedule 2021-2022

- **Training Videos 2021**

- 2021 Meet Your Staff (FPC Marietta)

- Communications & Branding

- Facilities Forms, Event Planning, & Child Protection

- **Worship**

- Acolyte & Beadle

- 11am Acolyte Instructions
    - 2020 Beadle Assignment FPC Final
    - Acolyte Program History
    - Beadle Video
    - General Beadle Instructions

- Communion

- 8:30 Diagram Communion Distribution 2020
    - 8:30 Duties Communion Distribution 2020
    - 11:00 Diagram Communion Distribution 2020
    - 11:00 Duties Communion Distribution 2020
    - 2020 Communion
    - 2021 Communion Dates

- Guilds

- The Chancel Guild

- Wedding Preliminary Info

- FPC Funeral Policy

## **DOCUMENTS**

2020 Annual Congregational Meeting

2020 Annual Report

2021-2022 Officer Assignments

2021 Outgoing Officers Presentation

2021 State of the Church Update

Advisory Opinion – Communion in an Emergency or Pandemic

Building the Church Family

COVID-19 WARNING

FPC Session Handbook

FPCM Admin Building Use Rules Updated

Restated Articles of Incorporation

Statement on Sacraments – March 2020

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