FIRST PRESBYTERIAN CHURCH
OF
SMITHFIELD NC, INC.



MANUAL OF ADMINISTRATIVE OPERATIONS

Our Mission Statement

We are a community of covenant people of God
in the Reformed Tradition who are empowered
by Christ and the Holy Spirit to be faithful
through *worship* by listening for God to speak;
through *fellowship* and *nurture*
by sharing life's joys and sorrows;
through *education* by teaching, questioning, and
growing in Biblical understanding;
through *service* by reaching out to a voice in need;
through *stewardship* by realizing that all we have belongs to God.
Our Mission is to live in such a way
that all we do and say is for the glory of God.

I. PURPOSE

The First Presbyterian Church of Smithfield, North Carolina is a member church within the Presbytery of New Hope of the Presbyterian Church (U.S.A.). The congregation has been called by God and organized by the Presbytery to proclaim the Gospel of Jesus Christ through its worship and ministry as reflected in our mission statement.

II. GOVERNANCE

This church's Congregation and Session shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.), both its *Book of Confessions* and its *Book of Order*. Subordinate to that Constitution, these bylaws and then the latest edition of Roberts Rules of Order (Newly Revised) shall provide specific guidance.

III. MEETINGS

The Session shall hold stated meetings at least quarterly. Special meetings may be called in accord with BO: G-3.0203.
The Congregation shall call an annual meeting of the congregation in the church building no later than December 31 of any calendar year. The business at this meeting may include the following matters:

- Receiving the forthcoming year's annual budget as adopted by the Session and presented for information to the congregation.
- Consideration of any proposed changes in the terms of call for the pastor (s) in accord with BO: G-2.0804
- Nominating committee report for church officers and their election.
- Election of members to serve on the current year's nominating committee
- Review of reports from the pastor (s), the Session, and all church organizations (for information only)
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(See G-1.0503 for the business that is appropriate for a congregational meeting.)

Special meetings of the Congregation may be called in accord with BO: G-1.05 to consider these matters at other times during the calendar year.

IV. NOTICE OF MEETING

Notice of Congregational meetings shall be given at regular services of worship on two successive Sunday(s) prior to each meeting, in accord with BO:G-1.0502. The meeting may be convened following the notice given on the second Sunday.

V. QUORUM FOR MEETINGS

The quorum for Session meetings shall be the moderator and a simple majority of elders in active service on the Session.

The quorum for Congregational meetings shall be the moderator and at least ten percent of its active members. The Clerk of Session with the moderator will determine the presence of a quorum. Neither absentee ballots nor voting by proxy shall be permitted in any meetings.

VI. INCORPORATION

In accord with the laws of the State of North Carolina, First Presbyterian Church of Smithfield N.C. is incorporated. The corporation officers are President, Vice-President, Secretary, and Treasurer. These officers are elected annually by the corporation Board of Trustees who are designated as the sitting ruling elders of the Session. Any member of the congregation who is an elder (current or former) may be eligible for election to the position of corporate officer and serve on the Board of Trustees. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the Congregation.

VII. MEMBERSHIP

In accord with BO: G-1.03, the Session shall receive and nurture members of the church. The Session shall create and annually review rolls for all baptized members, active members, and affiliate members in accord with BO: G-1.04 & G-3.0204, also maintaining the required registers.
All members shall carry out the ministries of proclamation, sharing the sacraments, and living in *covenant life with God and each other (BO: G-1.0101).*

VIII. WORSHIP

The Session shall ensure that services of worship of God are regularly and reverently held in accord with BO: Directory for Worship and G-3.0201.

The Sacrament of the Lord's Supper shall be celebrated at least monthly as well as at other special times and occasions in the calendar of the Church as deemed appropriate, as the Session may decide in accord with BO: W-2.4009.

The Sacrament of Baptism shall be celebrated in accord with the principles of BO: Directory for Worship.

IX. NOMINATING COMMITTEE

In accord with BO: G-2.0401, the Congregation shall form a nominating committee in the following manner:

- There shall be a minimum of six members but no more than eight members.
- At least one or more of the members shall be an elder designated by the Session, at least one of whom shall be currently serving on the Session, and who shall serve as chair of the committee.

- One of the members shall be nominated by the Board of Deacons from their membership.

- At least four or more of the members, who are not elders currently on the Session or deacons currently in service, shall be nominated by the nominating committee and elected at the annual meeting of the Congregation.

- Members of the committee shall be elected annually, and no one shall serve more than three years consecutively.

- The pastor (or moderator of the Session) shall be a member ex-officio, but without vote.

- The committee will ordinarily bring to the annual meeting of the Congregation nominations only for the number of positions to be filled, but if more nominations than positions to be filled are desired, or if there are additional nominations from the floor, election should be by secret ballot.

- The floor shall be open for additional nominations at the annual meeting.

- Elections in the Congregation shall be fair, just and inclusive in accord with BO: F-1.0403, and G-3.0103, .0104 & 2.0401.

X. SESSION

The Congregation shall elect nine ruling elders distributed into three equal classes, one class of whom shall be elected each year at a called congregational meeting for a three-year term.

If necessary, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of the vacated position's term.

No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. At First Presbyterian Church of Smithfield, NC Inc., it is customary that an officer rotate off at least one year between any successive term as ruling elder.

An elder having served a total of six years shall be ineligible for re-election to the Session, for a period of at least one year.

Those elected as elder shall be prepared and examined by the Session in accord with BO: G-2.0402.

XI. DEACONS

If, in accord with BO:G-2.02, the Congregation determines to have deacons, either individually commissioned or organized as a board, it shall also determine how they are elected and their terms of service, and other matters, similar to provisions for elders (as near as may be).

The Congregation shall elect twelve deacons elders distributed into three equal classes, one class of whom shall be elected each year at a called congregational meeting for a three-year term.

If necessary, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of the vacated position's term.

No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. At First Presbyterian Church of Smithfield, NC Inc., it is customary that an officer rotate off at least one year between any successive term as deacon.

A deacon having served a total of six years shall be ineligible for re-election to the Session, for a period of at least one year.

Those elected as deacon shall be prepared and examined by the Session in accord with BO: G-2.0402.

XII. RECORDS

The Session shall ensure that there are proper and adequate minutes, duly approved, and other records in accord with BO: G-3.0107 & 3.0204, and shall submit any requested records to Presbytery in accord with BO: G-3.0108.

XIII. FINANCES

It is the responsibility of the Session to prepare and adopt a budget to support the congregation's mission, and determine the distribution of the congregation's benevolences. This includes authorizing offerings and accounting for the proceeds of such offerings and their disbursements, providing full information to the congregation concerning its decisions in such matters. (G-3.0205: a,b,c) The Session shall elect the church treasurer annually.

XIV. APPENDICES

a. Appendix 1 Personnel Policy and Sexual Misconduct Policy
b. Appendix 2 Finance Policy on Large Gifts
c. Appendix 3 Wedding Guild Policy
d. Appendix 4 Preschool Policy Manual
e. Appendix 5 Safe Church Policy
f. Appendix 6 Deacons' Handbook

XV. QUADRANT/TEAMS AND ORGANIZATIONS

a. Educational Development Quadrant and Teams
b. Mission and Outreach Quadrant and Teams
c. Spirituality Quadrant and Teams
d. Stewardship Quadrant and Teams
e. Presbyterian Women
f. Presbyterian Men

The Session, in accord with BO: G-3.0201, shall establish, discharge, and review the actions of any committee or other organization within the Congregation.

Adopted by the Session on: 6/10/2012
Appropriate parts adopted by the congregation on: 9/9/2012

Updated/Revised: 2/4/2016
Approval of Revision by Session 2/4/2016
Approval of Revision by congregation (if needed) ____/_____/____ [***date***]