

**NEW PROVIDENCE PRESBYTERIAN CHURCH
OFFICER'S RESOURCE MANUAL**



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VISION STATEMENT - NEW PROVIDENCE PRESBYTERIAN CHURCH

***GOD IS AT WORK IN THE WORLD,
DOING MORE THAN WE DARE TO ASK
OR IMAGINE...***

Through the ministry of New Providence Presbyterian Church we seek to be faithful disciples who participate in what God is doing as we:

- **Worship** with joy and reverence,
so that God will be glorified,
and lives and hearts will be changed
to carry God's love into the world.
- **Grow** in faith as disciples of Jesus Christ,
so that children, youth & adults
will be transformed into his image
and follow in his ways.
- **Love** one another,
showing compassion,
offering hospitality,
and welcoming all to the community of faith.
- **Serve** God's world as the hands and feet of Christ,
to relieve human suffering,
to respond to human need,
and to bring peace and justice to all people.
- **Equip** the church for the work of ministry
by providing the resources and the vision
to carry out our mission.

MISSION STATEMENT - NEW PROVIDENCE PRESBYTERIAN CHURCH

The mission of New Providence Presbyterian Church is:

To *share* the good news of God's love, manifested (perfected) in Jesus Christ, as the source of meaning and purpose for human life. The mission calls us:

To *inspire* our people to live out their commitment to God and, through word and work, to witness in their personal and public lives.

To *build* a community that worships God together, supports one another in times of need, wrestles with important issues of faith and life, leads its members into a deepening relationship to God and to others, and challenges them to express that relationship in reaching out to those outside the church.

To *respond* to all human needs by the stewardship of time, talents, and money to relieve the suffering, hunger, and injustice in our local community and throughout the world.

To *teach* our children, youth, and adults; nurturing them in the biblical, theological, and historical heritage of our Reformed tradition; equipping them for ethical decision making; and challenging them to continuing spiritual growth.

To *acknowledge* that this congregation is but one part of Christ's body by sharing in the worship and work of the Presbytery of East Tennessee, Synod of Living Waters, and Presbyterian Church (U.S.A.); by participating in ecumenical ministries in Blount County; and by affirming the diversity of God's people and being inclusive of that diversity.

Affirmed by Session of New Providence Presbyterian Church, PC(USA)

Maryville, Tennessee

RULING ELDERS

Scriptural Basis for the Office of Ruling Elder

Presbuteros: “a person in the faith with wise and sound judgment in the things of the Lord.”

Presbyterian: “rule by elders”

Numbers 11:16-17

Acts 14:19-23

In his book *The Church: A Believing Fellowship*, John Leith says this about representative government:

Presbyterians have believed that government by elected representatives is the best way to have God’s will done in a congregation. If the congregation as a whole tried to govern the church, then important decisions would be made by many people who were not prepared to make these decisions. No single individual is either good enough or wise enough to make decisions for other people. Elected representatives, we believe, will serve better than either the congregation as a whole or any one individual. Electing representatives, we believe, tends to guarantee that the government of the church will be in the hands of persons who have much knowledge and experience in the life of the church. It is intended that the elders be good persons who have a thorough knowledge and appreciation of the Bible, of theology, and of the mission of the church in the world.

Book of Order, section G-2.03 - 2.04

Responsibilities and Duties of Ruling Elders

Every year, usually during the Fall, Ruling Elders are elected by the congregation of New Providence Presbyterian Church at a called Congregational Meeting. These Ruling Elders are then ordained and installed for service at a worship service. Elected Ruling Elders serve on the Session. The Session is responsible for governing the congregation and guiding its witness to the sovereign activity of God in the world so that the congregation is and becomes a community of faith, hope, love, and witness. Ruling Elders have the following duties and responsibilities:

- **Term of Service** – Ruling Elders serve a three-year term that begins in February.
- **Session Meetings** – Ruling Elders attend a meeting of the Session held every month on the third Tuesday at 7:00 p.m. Session meetings may also be called at other times.
- **Devotions, Opening and Closing Prayer** – Devotions and prayers are part of the Session meeting agenda. This schedule is drawn up before the first meeting each year. The schedule alternates between pastors and Ruling Elders. The Ruling Elders give the closing prayer. No notices are sent but a reminder will be part of the session docket. If you cannot be present for a

devotion or prayer on your assigned date, please arrange for a substitute and notify the Clerk of Session as soon as possible.

- **Ministry Team Assignments** – Each Ruling Elder is assigned to one of the Ministry Teams of the church. Every effort is made to assign Ruling Elders to their first choice of place of service. The assignments for the current year can be found on each Ministry Team page below.
- **Sunday Greeters** – Ruling Elders serve as greeters at the close of each worship service. Ruling Elders indicate their service preference (First Light or Traditional) and assignments are made on this basis.
- **Presbytery Meeting Commissioners** – Three Ruling Elders represent New Providence Presbyterian Church at Presbytery meetings, normally held every quarter. When a vote is called for, Ruling Elders in attendance cast a vote. Ruling Elders sign up to attend as a Commissioner at the first Session meeting of the year and the schedule is then disseminated to the Session members. The first commissioner listed for each date is designated to give a report from that Presbytery meeting at the next Session meeting. In the event this person is unable to give the report, he/she is responsible for contacting the second and third commissioners listed to arrange for that person to give the report. If these commissioners are also unavailable to give the report, the first commissioner listed is responsible for finding another replacement. Commissioners who cannot attend their assigned meeting are responsible for finding a replacement. If a replacement is selected, please contact the Clerk of Session to notify them of this change.
- **Elder Friends** – Ruling Elders travel alongside of the youth of the church who are seeking church membership through the Confirmation class. Ruling Elders provide support and encouragement and help youth understand what it means to become a member of the church. The number of Ruling Elders asked to participate in this program depends on the number of communicants each year.
- **Worship Service Participation** – Ruling Elders often participate in worship services, including opportunities to serve as the liturgist, make presentations to the congregation, serve communion, and assist in the Sacrament of Baptism.
- **Nominating Committee** – Two active Ruling Elders will serve on the Nominating Committee each year.

Ordination and Installation of Ruling Elders

After a congregation elects someone to serve as a Ruling Elder that person is ordained and installed to the office.

“Ordination is the church’s act of recognizing the movement of the Holy Spirit in the interactions among the whole church’s ordering of ministries, its standards for these ministries, and its current needs, together with prayerful discernment by persons, congregations, and presbyteries.”

Rev. Dr. Joseph D. Small, Past Director of the Presbyterian Church (USA) Office of Theology and Worship

Ordination is conferred on new officers after the candidates have been elected by the congregation and answer the Constitutional Questions listed below. What does this mean? Installation occurs every time a Ruling Elder is elected to another term of service.

Constitutional Questions to Ruling Elders

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
5. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity, and purity of the church?
8. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
9. Will you be a faithful ruling elder, watching over the people, providing for their worship, nurture, and service? Will you share in government and discipline, serving in councils of the church, and in your ministry will you try to show the love and justice of Jesus Christ?

Questions for the Congregation

1. Do we, the members of the church, accept these people as deacons and elders, chosen by God through the voice of this congregation to lead us in the way of Jesus Christ?
2. Do we agree to encourage them, to respect their decisions, and to follow as they guide us, serving Jesus Christ who alone is Head of the Church?

Scriptural Basis for the Office of Deacon

The Office of Deacon

Diakonia: “one giving service to others in Christian love, care, and compassion.”

Matthew 20:25-29

Acts 6:1-6

The office of deacon is every bit as spiritual as that of the elder. Too often people assume that one becomes a deacon as a stepping-stone to eldership. That lessens the office of deacon. The office to which deacons have been called is as important as that of elder; it is simply the responsibilities that are different.

In their book, *Presbyterian Polity for Church officers*, Joan Gray and Joyce Tucker have this to say about the office of deacon in the Reformed tradition:

When in the mid-sixteenth century John Calvin developed a polity for governing the church in Geneva, one of the offices for which he found a scriptural basis was the office of deacon. Calvin turned to the story of the appointing of the seven in the sixth chapter of Acts and saw there deacons who cared for the poor and distributed alms to them. According to Acts, when the apostles heard that some church members felt that the relief of the poor was not being handled fairly, they asked that this part of their work be entrusted to a separate group of seven persons who would not have the responsibility of preaching and so could focus their attention on the work of serving. Calvin concluded: “Here, then, is the kind of deacons the apostolic church had, and which we, after their example, should have.”

Following Calvin, Presbyterians of Scotland provided for the office of deacon in the *First Book of Discipline* of 1560. There was one important difference between Calvin and the Scots, however. Scottish polity permitted deacons to be members of church courts – what we today know as governing bodies. However, by the time the *Second Book of Discipline* was legally enacted by the Acts of Parliament in 1492 Calvin’s view predominated in Scotland, and it was specified that deacons were not to be members of any church court.

Book of Order, section G-2.02

In some churches stewardship emphasis and budget responsibility is given to the deacons, who recommend to the session a budget for adoption; in other churches, deacons are responsible for the church’s buildings and grounds.

When the 1983 reunion occurred, however, the *Book of Order* purposely listed ministry to those in need as the primary task of the deacons. The session is to assist in this as well, but it is the primary responsibility of the deacons. Other functions for which deacons have responsibility may be extremely important, but they are secondary to the function of service.

Because the session governs the congregation, the board of deacons is responsible to the session.

The pastor(s) of the church is an advisory member of the board of deacons and does not preside over the meeting of the board. The board elects its own moderator.

Responsibilities and Duties of Deacons

Every year, usually during the Fall, Deacons are elected by the congregation of New Providence Presbyterian Church at a called Congregational Meeting. These Deacons are then ordained and installed for service at a worship service. Elected Deacons serve on the Congregational Life Ministry Team. This ministry team is responsible for everything that happens within the relational lives of the members of the church. Details of these duties and responsibilities are found on the Congregational Life Ministry Team page below.

Ordination and Installation of Deacons

After a congregation elects someone to serve as a Deacon that person is ordained and installed to the office.

“Ordination is the church’s act of recognizing the movement of the Holy Spirit in the interactions among the whole church’s ordering of ministries, its standards for these ministries, and its current needs, together with prayerful discernment by persons, congregations, and presbyteries.”

Rev. Dr. Joseph D. Small, Past Director of the Presbyterian Church (USA) Office of Theology and Worship

Ordination is conferred on new officers after the candidates have been elected by the congregation and answer the Constitutional Questions listed below. Installation to service occurs separately, but often during the same worship service. Installation occurs every time a Deacon is elected to another term of service.

Constitutional Questions to Deacons

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
5. Will you be governed by our church’s polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God’s Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity, and purity of the church?
8. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
9. Will you be a faithful deacon, teaching charity, urging concern, and directing the people’s help to the friendless and those in need? In your ministry will you try to show the love and justice of Jesus Christ?

Questions for the Congregation

1. Do we, the members of the church, accept these people as deacons, chosen by God through the voice of this congregation to lead us in the way of Jesus Christ?
2. Do we agree to encourage them, to respect their decisions, and to follow as they guide us, serving Jesus Christ who alone is Head of the Church?

CURRENT ELDERS AND DEACONS 2022 – 2024

ELDERS

CLASS 2022	CLASS 2023	CLASS 2024
Eliza Conatser	Sue Clark	Kathy Huzcko
Vandy Kemp	Andrea Franks	Craig Jarvis
Bob Larsen	Glenn Gardner	Ron Kauffmann
Julie Rowe	Tim Lucas	Phil Mummert
Thomas Small	Lehla McMahan	Trig Myhre
Anne Van Pelt	Vikki Myers	Allison Reagan
Dan Young	Will Phillips	Mary Lynn Snyder
Samantha Goins		

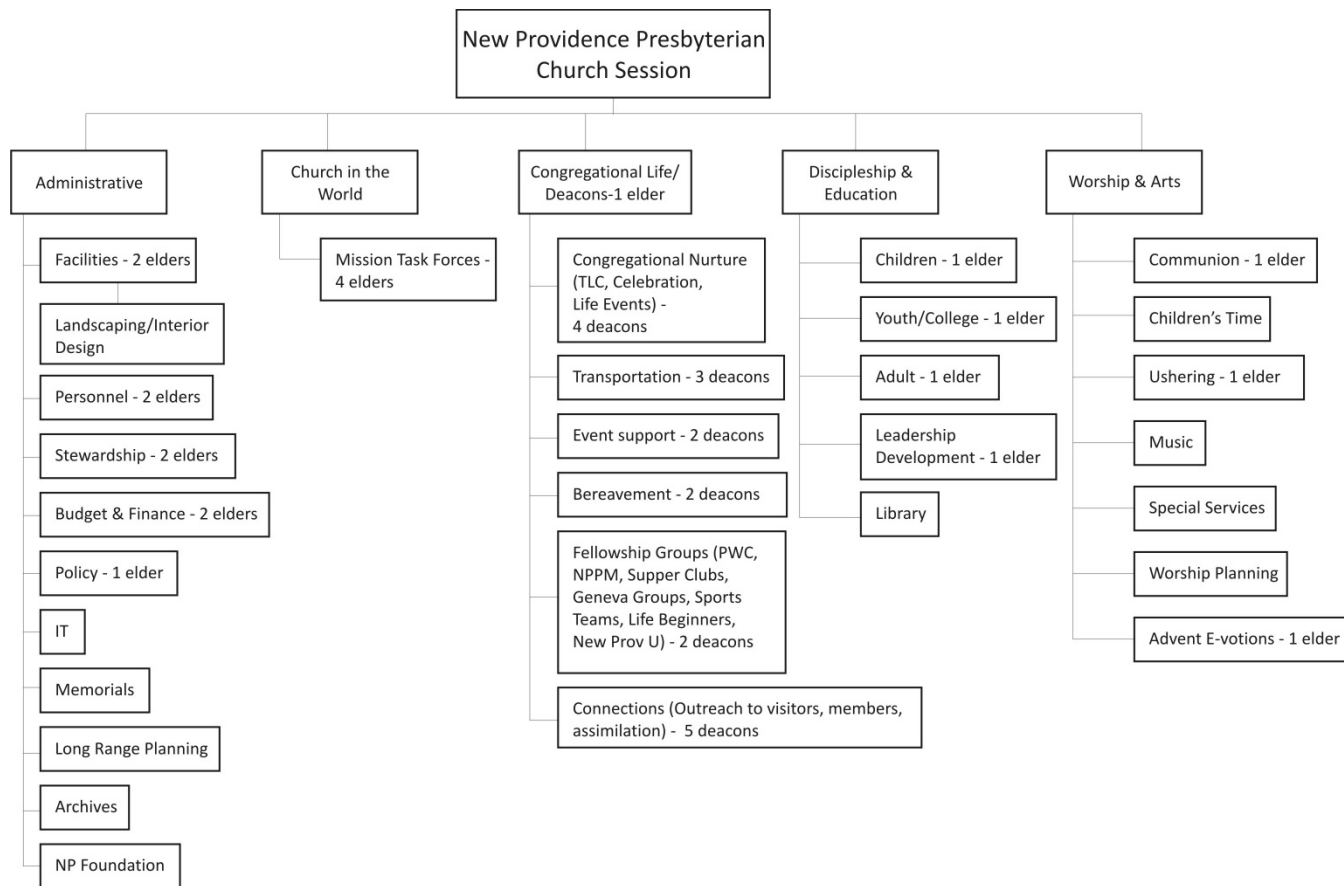
DEACONS

CLASS 2022	CLASS 2023	CLASS 2024
Larry Ackley	Amy Blakely	Jean Beard
John Huffman	Blake Brown	Paul Chapman
Kathryn Loy	Eva Carpenter	Jenn Gilmore
Reba Luttrell	Dan Crawford	Liz Heid
Yvonne Smith	Ron Hoffman	Herb Roberts
Todd Watkins	Marge Meredith	Dan Taddie
Simon Luhn		

Contact information for Elders and Deacons can be found in the Realm database.

2022 MINISTRY TEAM STRUCTURE

The Vision and Mission of New Providence Presbyterian Church is carried out by members of the church and by the pastors and staff who serve on Ministry Teams. Five Ministry Teams have been created to accomplish this as noted in the following diagram.



1/14/2016
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Ministry Team Meeting Dates and Times

- First Tuesday of the Month
 - Administration Team (8:00 p.m.)
 - Congregational Life Team (7:00 p.m.)
- Second Tuesday of the Month
 - Discipleship and Education Team (7:30 p.m.)
 - Worship and Arts Team (7:00 p.m.)
- Third Tuesday of the Month
 - Session Meeting (7:00 p.m.)
- Fourth Tuesday of the Month
 - Church in the World Team (7:00 p.m.)

ADMINISTRATION MINISTRY TEAM

The Administrative team is charged with overseeing the “business” of the church in all its administrative functions. Falling to this team will be responsibility for policy and personnel matters, financial oversight of the budget and fiscal health of the church, stewardship programs, the endowment (via the New Providence Foundation) and use of memorial and tribute gifts. Additionally, one of the major sub-committees of the Administrative team is the property committee with responsibility for the church’s physical plant, cemetery, and auxiliary properties.

The Administrative Ministry Team:

- *Has 11 committees*
- *Includes the Clerk of Session as an ex officio member*
- *Meets on 1st Tuesdays at 8:00 pm (committees meet at 7:00 pm)*
- *Is resourced by Pastor/Head of Staff, Dr. Emily J. Anderson*

Committee	Description
Facilities	<i>Responsible for the church’s physical plant, cemetery, and Earth Care Congregation initiatives. The committee is authorized to make any necessary expenditures, based on the operating budget.</i>
Landscaping and Interior Design	<i>Oversees landscaping master plan and ensures that interior design elements are kept within parameters of FF&E plan.</i>
Policy	<i>Maintains the church’s policy manual and makes determinations regarding building use in cases where the policy calls for special approval.</i>
Personnel	<i>Works alongside the church staff to ensure that NPPC’s ministry is being carried out effectively by staff and volunteers.</i> <ul style="list-style-type: none">• <i>With supervisors, conducts annual staff reviews</i>• <i>Maintains personnel policy and related forms</i>• <i>Responsible for personnel budget</i>• <i>Along with supervisors and P/HOS, recruits and interviews non-ordained staff</i>• <i>Works cooperatively with PNCs calling teaching elders</i>
Budget and Finance	<i>Responsible for development and oversight of annual budget. Makes recommendations to session re: capital funds.</i>
Stewardship/ Time and Talent	<i>Responsible for educating members about stewardship and conducting annual stewardship campaign, including planning, execution, and follow-up. Collects reports of Time and Talent data, distributes to appropriate teams, committees, and congregational groups, and follows up to ensure that contacts have been made.</i>
Technology	<i>Responsible for technology in the physical plant: Internet, user equipment, sound board, communication devices, projection, and network.</i>
Strategic Planning	<i>Plans and reports progress of programmatic or construction efforts to session and serves as liaison between church and contractors or outside organizations. (Committee formed as needed)</i>
Memorials	<i>Oversees memorial funds of NPPC, receives and approves expenditures, and writes acknowledgments to donors and notifies family.</i>
New Providence	<i>Oversees endowment arm of NPPC. Meets annually to make recommendation to</i>

Committee	Description
Foundation Board	<i>session of disbursements to operating budget.</i>
Historical Archives	<i>Chronicles and maintains the history of NPPC, including significant dates, historical records, and photographs.</i>

CHURCH in the WORLD MINISTRY TEAM

New Providence Presbyterian Church exists in time and space, in a community within a state within a nation within a world all made by God. This existence requires that New Providence be “in” the world as a witness to the good news for the world. How we bring that good news, our evangelism, to others will be a major portion of this team’s responsibility, as will how we act out our understanding of the message through domestic and international mission trips, the church’s support of groups like Habitat For Humanity, Family Promise, Welcome Table, Bartlett Adult Day Out program, Community Outreach, refugee resettlement, hunger programs, and so on. This team will also design educational forums and advocate for issues related to peace and justice as understood by our church.

The CITW team:

- *Meets on 4th Tuesdays at 7 pm*
- *Is resourced by the Associate Pastor for Emerging Generations and Mission, Rev. Loudon Young*

Committee	Description
<i>Missions</i>	<p><i>Responsible for engaging the NPPC congregation in mission beyond the walls of this church.</i></p> <ul style="list-style-type: none">• <i>Oversees and facilitates congregational involvement in mission, creatively seeking ways to help disciples be passionate about God’s work in the world.</i>• <i>Receives reports and from individuals/groups advocating for particular missions or opportunities and makes determinations regarding church’s participation.</i>• <i>Coaches advocates about most effective ways to share information and enlist new volunteers.</i>• <i>Builds connections with other church groups re: mission outreach opportunities (Apple Tree, WT, etc.).</i>• <i>Provides opportunities for the community to be informed on topics related to issues of peace and justice.</i>• <i>Promotes four denominational offerings each year, makes recommendations about special offerings, and determines NPPC’s allocation of the Peace & Witness Offering.</i>• <i>Recommends to session allocation of NPPC budget funds to mission support partners.</i>• <i>Assists congregation in reaching out to un-churched neighbors to share the good news of the gospel and invite them to participate at NPPC. Requires working knowledge of evangelistic methods and Mission Insight tools.</i>• <i>Provides information re: mission efforts for social media, NPP and bulletin to inform congregation re: opportunities.</i>

CONGREGATIONAL LIFE MINISTRY TEAM

Everything that happens within the relational life of NPPC - how we live out our calls to be faithful together, how we interact, and how we care for and accept care from each other is the focus of this team's ministry. Fellowship groups like PWC, Men's Square and supper clubs will come under the umbrella of this team's responsibility, as will Congregational Nurture as expressed through the pastoral care of the ministers, the TLC program, and the nurture of the congregation as a whole. Event Support, working with other ministry team to support fellowship events such as festivals, retreats, and congregational events will be a part of our responsibility. The welcoming, membership and assimilation of new members is also a part of this team's ministry.

The Congregational Life/Deacons Team:

- *Has 7 committees*
- *Meets on 1st Tuesdays at 7:00 pm*
- *Is resourced by the Associate Pastor for Church Life and Family Ministries, Rev. Rachel Parsons-Wells*

Committee	Description
Transportation	<i>Provides for transportation as needed for worship and other church activities; solicits volunteer drivers.</i>
Bereavement	<i>Arranges for meals or receptions for families after death of a family member.</i>
Connections	<ul style="list-style-type: none">• <i>Outreach to visitors</i>• <i>Inquirers/Membership</i>• <i>Assimilation of new members</i>
Medical Equipment Loans	<ul style="list-style-type: none">• <i>Makes available medical equipment for use by members on request</i>• <i>Maintains supply of equipment</i>
Congregational Nurture	<p><i>Outreach to members of the congregation with particular emphasis on those who are confined to their residence or in nursing homes, retirement centers, and assisted living facilities. Responsibilities include:</i></p> <ul style="list-style-type: none">• <i>TLC (Taking the Love of Christ) Ministry, assigning partners who make bi-weekly visits, distribute printed materials and/or CDs of worship services as desired by visitors.</i>• <i>Send cards for birthdays, Christmas and Easter to members who are homebound or in care facilities.</i>• <i>Arrange for deacons to call regularly through church directory to maintain contact with members.</i>• <i>Engage college students by means of First Flight ministry.</i>• <i>Explore and be open to other opportunities for nurturing and supporting the congregation at large.</i>
Event Support	<p><i>Provides support for set-up and execution of congregational fellowship events as requested, including A/V as needed. Events may include:</i></p> <ul style="list-style-type: none">• <i>Church Picnic</i>• <i>Fall Festival</i>• <i>Retreats</i>• <i>Christmas Caroling</i>
Fellowship Groups	<ul style="list-style-type: none">• <i>Supper clubs</i>

	<ul style="list-style-type: none">• <i>New Prov U</i>• <i>PWC</i>• <i>Men's Squares</i>• <i>Geneva Groups</i>• <i>Sports teams</i>• <i>Life Beginners</i>
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DISCIPLESHIP & EDUCATION MINISTRY TEAM

The purpose of the Discipleship and Education Ministry Team is to lead our members further along their faith journeys. This team will facilitate a structure and strategic plan for all our leadership and leadership development processes, such as officer and educator training as well as discipleship and spiritual formation. This team is responsible for facilitating, providing and maintaining curriculum for instruction to all ages that is in keeping with teaching Reformed Theology. Members of this ministry team are involved in the intentional spiritual growth of the congregation with the expectation that “a year from now, each of us will be a different person than we are today.”

Curriculum Submission for Approval requests and Curriculum Evaluation forms are processed by this team who in turn submit requests to Session.

The Discipleship and Education Ministry Team:

- *Has 5 committees*
- *Meets on 2nd Tuesdays at 7:30 pm*
- *Is resourced by the Associate Pastor for Church Life and Family Ministries, Rev. Rachel Parsons-Wells and the Associate Pastor for Emerging Generations and Mission, Rev. Loudon Young*

Committee	Description
Adult	<i>Responsible for providing oversight to the adult Sunday School, Bible study and other study groups, including:</i> <ul style="list-style-type: none">• <i>Assistance in choosing curriculum</i>• <i>Assistance in finding and supporting teachers for adult classes</i>• <i>Promoting classes with members of NPPC</i>• <i>Communicating educational opportunities outside NPPC</i>• <i>Providing technological and material support as needed for classes</i> <i>Proposing and maintaining a budget for adult education</i>
Children	<i>Responsible for</i> <ul style="list-style-type: none">• <i>Sunday School program for pre-school through 5th grade including check-in/checkout policies</i>• <i>5 special services/Sundays during the church year</i>• <i>Vacation Bible School</i>• <i>Maintaining resource room & children’s area classrooms</i>• <i>Recruiting and scheduling Preschool volunteers</i>• <i>Organizing and/or assisting with Special Events including but not limited to the Easter Egg Hunt, Fall Festival, Apple Tree, Kick-off and Year-end events, P.E.A.K. & Cloud 9 programs, Blessing of the Backpacks.</i>
Youth & College-Age	<ul style="list-style-type: none">• <i>Assists in the planning and coordination of all youth (6th-12th grades) and college-age classes, programs, and events, including Sunday school, Presbyterian Youth Connection (PYC), iGroup, and college-age group meetings.</i>• <i>Planning, organization, preparation, recruitment of adult leaders</i>• <i>Retreats, lock-ins, summer programming, and domestic mission trips</i>• <i>Confirmation Program</i>• <i>Special Events—Youth Sunday, Recognition of High School Seniors,</i>

Committee	Description
	<p><i>Parent Orientation, Kick-off and Year-end events. (In conjunction with Church In the World and a mission trip steering committee), plans, organizes, raises funds, and carries out an International Mission Trip every 3 years.</i></p> <ul style="list-style-type: none"> • <i>Proposes and maintains a budget for youth and college-age programming and education</i>
Library	<p><i>The Library Council is responsible for providing direction to the library and for developing policies and guidelines related to its overall functioning, including:</i></p> <ul style="list-style-type: none"> • <i>Selection and circulation of materials.</i> • <i>Approval of displays designed by non-library church groups.</i> • <i>Proposing and maintaining a budget for the library</i> • <i>Providing a wide range of fiction and non-fiction books and materials that affirm diversity of God's people, inspire children and adults to live out commitment to God and encourage continuing spiritual growth.</i>
Leadership Development	<p><i>Develops a strategic plan and structure for supporting church leaders, providing information and training for:</i></p> <ul style="list-style-type: none"> • <i>Team leaders</i> • <i>Officers</i> • <i>Committee chairs</i> • <i>Members interested in becoming officers</i> <p><i>Provides informational programs to members-at-large.</i></p>

WORSHIP & ARTS MINISTRY TEAM

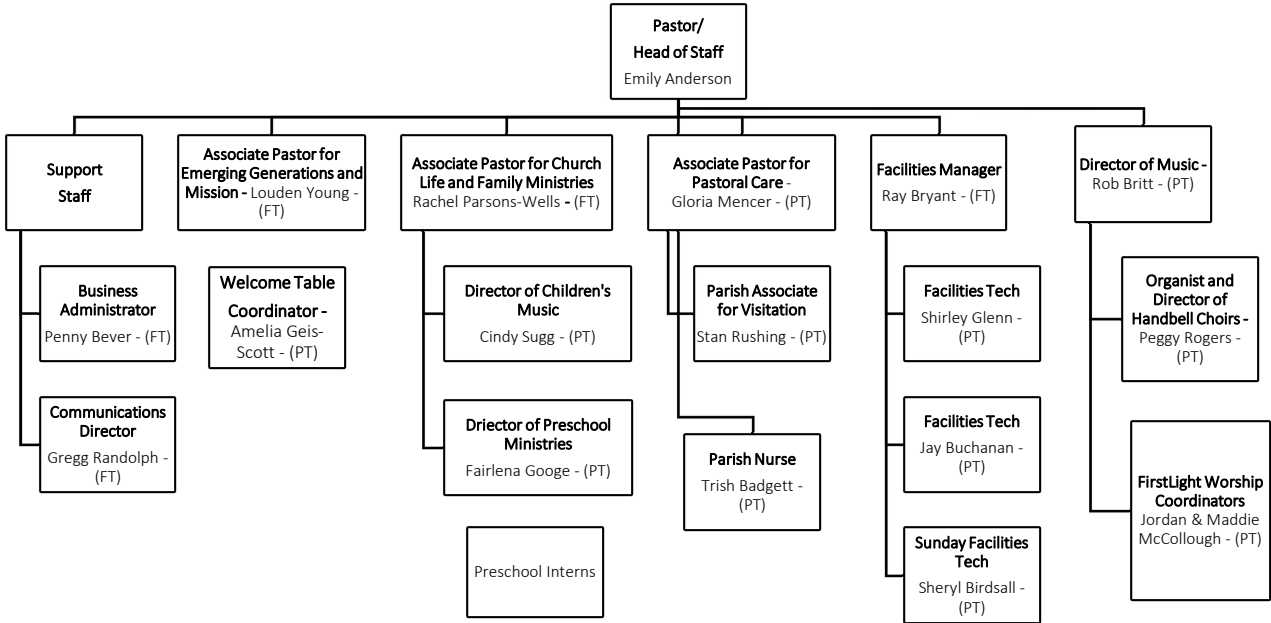
Worship is at the heart of all that we do as a congregation, and it is in worship that the congregation gathers to focus its identity on the God who has called us together. Working with the pastoral staff, the Worship & Arts team will oversee the worship life of NPPC to ensure that our services are joyful and reverent, meaningful and challenging, and that worship services, while diverse, will maintain the excellence and theological integrity that NPPC has always known. This team will be responsible for planning services, scheduling special worship events, and creating new opportunities for worship as the need arises. While music will be a central part of this team's responsibility, they will also provide opportunities to worship through other art forms: dance, drama, and visual arts, and will be responsible for the logistics of worship (children's sermons, communion set up and so on).

The Worship and Arts Ministry Team:

- *Has several areas of responsibility*
- *Meets on 2nd Tuesdays at 7:00 pm*
- *Is resourced by Pastor/Head of Staff, Dr. Emily J. Anderson*

Committee	Description
Ushering	<ul style="list-style-type: none">• Oversees a self-sustaining Board of Ushers• Solicits head ushers from Elders, Deacons, or those who have served in this capacity and/or have been trained• Keeps a list of monthly usher volunteers
Children's Time	Recruits volunteers for weekly children's time in Sunday worship services
Communion	<ul style="list-style-type: none">• Trains officers and sets up schedule for serving communion.• Responsible for coordinating servers for 1 service and finding coordinator for the other.• Provides support for chancel guild w communion set-up and clean-up.
Music	Assists music staff with coordination of music in worship services
Special Services	Assists pastor with planning and executing special worship services
Worship Planning	Meets with pastor and music staff twice a year to look at sermon texts, music and special worship opportunities.
Worship AV	Coordinates with Facilities team to ensure live-streaming of worship services.
Advent E-votions	Coordinates writers of Advent devotions

ORGANIZATIONAL CHART of NPPC STAFF



NEW PROVIDENCE PRESBYTERIAN CHURCH PASTOR and STAFF CONTACTS

Pastor/Head of Staff: Emily J. Anderson	865-983-0182 ext. 107 emily@newprovidencepres.org
Associate Pastor for Church Life & Family Ministries: Rachel Parsons-Wells	865-983-0182 ext. 122 rachel@newprovidencepres.org
Associate Pastor for Emerging Generations & Mission: Louden Young	865-983-1082 ext. 109 louden@newprovidencepres.org
Associate Pastor for Pastoral Care: Gloria Mencer	865-983-0182 ext. 105 gloria@newprovidencepres.org
Parish Associate for Visitation: Stan Rushing	865-983-0182 ext. 116 stan@newprovidencepres.org
Director of Preschool Ministries: Fairlena Googe	865-983-0182 ext. 119 children@newprovidencepres.org
Director of Children's Music: Cindy Sugg	865-983-0182 children@newprovidencepres.org
Director of Music: Rob Britt	865-983-0182 ext. 110 rob@newprovidencepres.org
FirstLight Music Coordinators: Jordan & Maddie Mccullough	865-414-4356 Jordan.mccullough@maryvillecollege.edu
Parish Nurse: Trish Badgett	865-983-0182 ext. 106 trish@newprovidencepres.org
Welcome Table Coordinator: Amelia Geis-Scott	865-983-0182 ext. 118 welcometable@newprovidencepres.org
Organist & Director of Handbell Choir: Peggy Rogers	865-983-0182 ext. 103 peggyjrogers@charter.net
Business Administrator: Penny Bever	865-983-0182 ext. 108 penny@newprovidencepres.org
Communications Director: Gregg Randolph	865-983-0182 ext. 102 gregg@newprovidencepres.org
Facilities Manager: Ray Bryant	865-237-1661 (cell) ray@newprovidencepres.org
Administrative Assistant: Sheryl Birdsall	865-983-0182 ext. 101 Sheryl@newprovidencepres.org

Clerk of Session: Sharon Chapman

865-679-2797 (cell)
clerk@newprovidencepres.org

Church Building Hours of Operation

Mon - Thu 7:00 a.m. – 8:00 p.m.
Sunday 8:00 a.m. – 1:00 p.m.

Church Office Hours of Operation

Mon - Thu 7:00 a.m. – 6:00 p.m.

Pastoral and Program Staff Days off

Emily Friday
Louden Friday
Rachel Friday
Gloria Friday
Stan Thursday & Friday

Support Staff

Penny Bever, Business Administrator
penny@newprovidencepres.org
Hours: 7:30-6:00 Mon -Tue; 7:00-5:30 Wed-Thu
handles all financial matters
works with the church Treasurer and the Chair of Budget and Finance

Gregg Randolph, Communications Director
gregg@newprovidencepres.org
Hours: 8:00-5:00 Mon (office); 8:00-5:00 Tue-Wed (remote); 8:00-12:00 Thu (office); 12:00-5:00 Thu (remote)
publishes all print materials (bulletins, newsletters)
publishes all electronic communication (website, electronic newsletters)
oversees livestream
oversees social media for NPPC

Sheryl Birdsall, Administrative Assistant
sheryl@newprovidencepres.org
Hours: 8:30-2:00 Tue-Wed; 11:30-5:00 Thu
front office reception
manages church calendar and facility usage
prints bulletins and other print materials

AUXILIARY ORGANIZATIONS

Presbyterian Women in the Congregation (PWC)

As a formal organization in the PC(USA), PWC groups build community, affirm women's calls to leadership and spiritual growth, raise concerns and channel information to and from Presbyterian Women in the Presbytery. The organization is open to all women in the church.

PWC Leadership Structure

PWC's organizational structure consists of a coordinating committee which meets regularly and the following offices, committees, and positions:

- Moderator
- Moderator-Elect
- Secretary
- Treasurer
- Past Moderator
- Administrative Committees
- Coordinators

PWC is resourced by the Associate Pastor for Church Life and Family Ministries, Rachel Parsons-Wells.

PWC Circles

New Providence PWC has four Circles which are named Leah, Mary, Deborah, and Martha. In 2020 there were 76 women involved in the circles. All the Circles meet during the day except Mary which meets in the evening. The Circles meet the first Thursday of the month, September through June. Each Circle has a Circle Leader, a Bible study leader who presents the lesson, and a Community Action project. Peggy Cowan meets with the Bible study leaders the week before the Circles meet to help them prepare their lessons. She has been helping the Circles for several years and is an excellent resource.

PWC Gatherings

The PWC has several gatherings throughout the year beginning in August. Study books, which are preordered in the spring, are given to the members, a summary of the study is given, and lunch is served. The Christmas gathering replaces the December circle meeting and usually involves a short business meeting, a choral group from the college, and cookies and punch. The spring gathering is when new officers are installed, and the Honorary Life Memberships are given. Two Honorary Life Memberships are given each spring. The spring gathering also includes a short business meeting and lunch.

Community Benefit Sale

The Community Benefit Sale is a major program of the PWC which collects, sorts, and stores donated items from church members and the community. A monthly sale is held and open the public. All funds raised by the PWC are given back to the local community.

Presbyterian Men

The mission of Presbyterian Men is to lead men into a vital relationship with Christ and to assist them in their spiritual, personal and community development. A coordinator is elected to oversee the activities of this organization.

Men’s Squares

The ministries of the Presbyterian Men are sorted into the following three Squares:

- 1. Building Square
- 2. Parking Square
- 3. Witnessing Square

Squares Meeting Schedule

- Witnessing Square – 2nd and 4th Wednesdays, 7:30-9 a.m., Westminster Hall
- Parking Square – as needed
- Building Square – 1st and 3rd Wednesdays, 8:30-11:30 a.m., Westminster Hall

Bartlett Adult Day Out Program

The Bartlett Adult Day Out Program is a service provided by the Deacon Caregiving/Health Ministry Team of New Providence Presbyterian Church. The program is partially funded by the Bartlett Family Estate. The Reverend William T. Bartlett requested these funds be used to address health care for New Providence and the community.

The ministry provides services to adults who need positive stimulation in a group environment and/or whose physical or mental health has declined. While participants enjoy program activities, primary caregivers are provided up to eight hours of free time weekly. Bartlett Adult Day Out Program welcomes church members and nonmembers.

Researchers across the nation working with older adults have found that activities which include physical, mental, social, emotional, and spiritual stimulation help keep a person active and add enjoyment to life. These activities have also been proven to reverse the unhealthy effects of aging, making the quality of life more fulfilling for longer periods. This had been identified as a goal of the ministry of New Providence Presbyterian Church for older adults.

The Bartlett Adult Day Out Program welcomes members of the community in sharing their talents and skills with the participants of the program. This could be an exhibit of a craft or collection, reading a story, leading a sing along, pet therapy, etc.

Director: Trish Badgett, RN

865-983-0182 ext. 106

Meets Tuesdays and Wednesdays, 9 a.m. – 1 p.m.

Head Start – New Providence Center

Head Start is a Federal program for preschool children from low-income families. The Head Start program is operated by local non-profit organizations in almost every county in the United States. Children attending Head Start participate in a variety of educational activities. They also receive free medical and dental care, have healthy meals and snacks, and enjoy playing outdoors in a safe setting. Head Start helps all children succeed. Services are offered to meet the special needs of children with disabilities. The program serves children ages 3 through 5 who meet the Federal income guidelines.

Center865-984-2963

Open Monday through Friday, 7:30 a.m. – 1:30 p.m.

Scouts BSA

Two official scout troops meet at New Providence.

1. BSA Troop 88 - John Huffman, Scoutmaster
2. BSA Troop 219 - Jennifer Varner, Scoutmaster

SACRAMENT of COMMUNION

Communion Schedule

Epiphany
Lent I
Maundy Thursday (7 p.m.)
Easter Sunday
Pentecost
Mid-summer (2)
World Communion Sunday (1st Sunday in Oct)
Advent I
Christmas Eve (5:00, 7:00 and 11 p.m.)

Instructions for Serving Traditional Communion

1. Servers meet in the library **15 minutes** prior to the beginning of the service to verify that everyone is present. After you have checked in, you may leave and sit with your family. Clarify your server number and who you sit beside and serve with. If you are new, bring your “map”.
2. During the hymn preceding communion, move to the narthex to line up. Bring your bulletin.
3. Positions 1 and 2 will process from the side aisles to meet at the foot of the chancel steps to uncover the elements and place the lids and napkins under the table.
4. In the narthex, line up at the center aisle beginning with servers 15 and 16. Numbers 13,11,9, etc. will line up on the right behind 15 and even numbers behind 16 on the left. We will process during the hymn to our seats in the front pews. All sit when the last person enters the pew.
5. At the signal from the pastor, servers 15 and 16 on the outside aisle lead servers up the **OUTSIDE** of the chancel steps to receive the bread. With bread in hand, proceed down the **CENTER** of the steps.
6. Move to your assigned serving station and wait for your partner to arrive before beginning to serve.
 - a. Transept servers (3 and 5, 4 and 6) begin at the back of the transept and then move to the second pew of the main sanctuary. Wait at the side aisle until the servers in the opposite transept have finished serving and are also ready to move to the center.
 - b. Balcony servers begin serving at the back of the sides and then meet at the front of the center section to serve that group together. Remember to serve the ushers in the narthex and the person at the sound board.

Note in the main sanctuary pews, the server begins at the row with the cup and stops before the next cup.

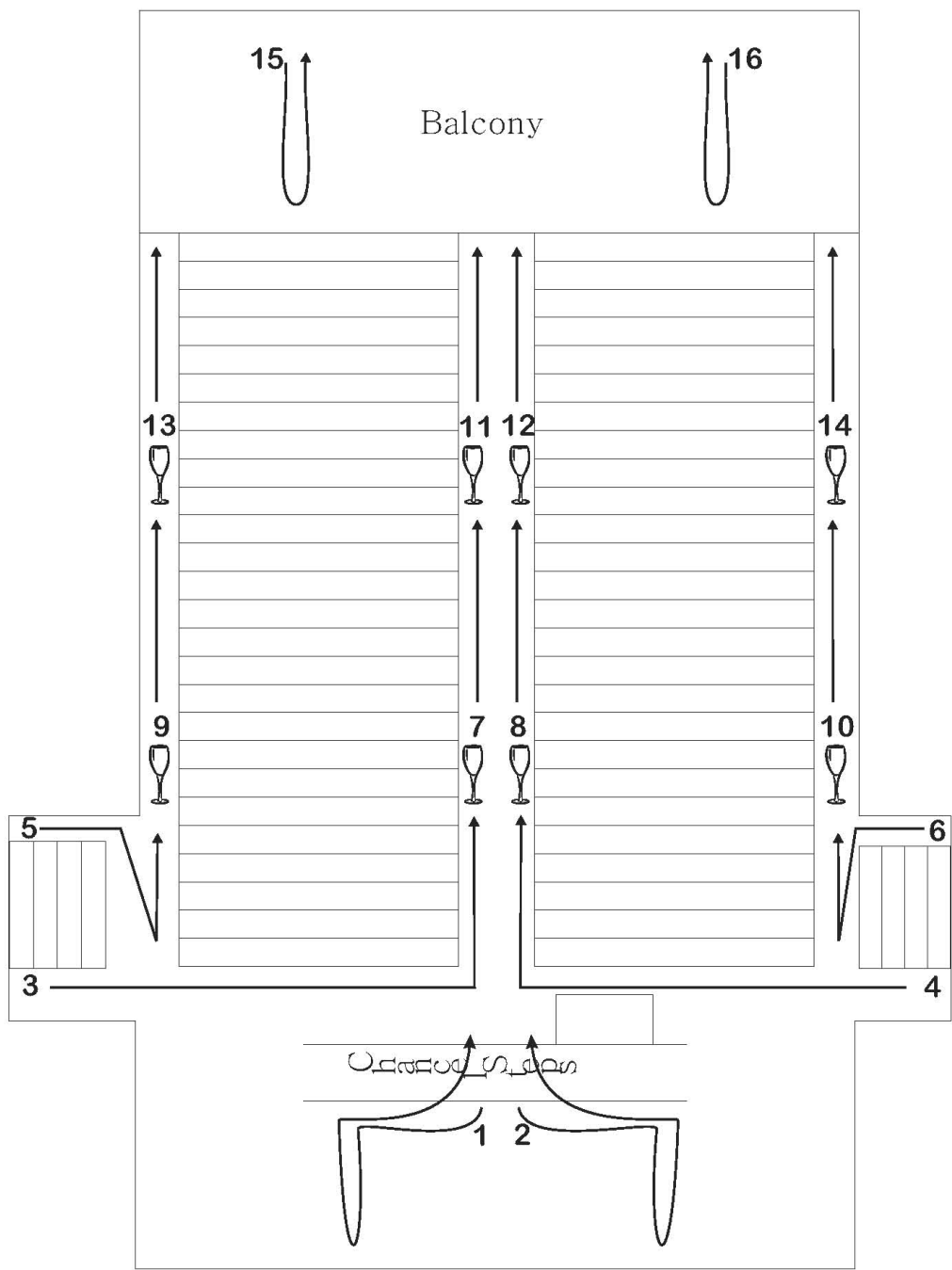
7. When you have finished serving your pews, stand in the aisle and wait for the signal to process back to the narthex. The signal to walk will be given by the back section server (position 12) as he/she observes that all servers have completed serving. Big arm wave.

8. Line up as you did before communion with positions 15 and 16 leading at the **AISLE** doorways.
9. When all are in place, the leaders will process up the side aisles and then up the chancel steps on the **OUTSIDE** of the steps. Servers will exchange bread for juice and then proceed down the **CENTER** of the steps and serve as they did with the bread.
10. After serving is complete, we will line up at the **CENTER AISLE** with positions 15 and 16 leading up the center of the chancel steps to return the juice. Servers then go down the outside of the steps and enter the pews. When all are in place, servers will sit and be served communion by the pastors.

It is your responsibility to reply in a timely manner to an email regarding a communion date. If you cannot serve, you must find your own sub from a list you will be provided and notify the elder in charge.

Communion Stations – Traditional

Traditional Communion Stations



Communion Servers – Traditional

CHANCEL

Center															
16	14	12	10	8	6	4	2	1	3	5	7	9	11	13	15
Aisle															

Substitutes for Communion - Servers who cannot attend their assigned dates are responsible for finding a replacement. You may contact the Head Usher for either worship service for a list of substitutes. Any ordained Elder or Deacon can serve communion.

MONEY MATTERS

Instructions for Depositing Sunday Morning Offerings

The deposit of the offering is the responsibility of two of the Elder Greeters each Sunday. If you are not able to be present on your assigned Sunday, please be sure that you find a substitute.

1. These procedures should be followed for the 9:00 a.m. FirstLight service and the 11:05 a.m. traditional service. Any special service offerings may go in the office safe.
2. Bags for the offering will be left in the deacon's closet in the Narthex by the financial coordinator. The bag keys will be in the locks of the bags.
3. Sign the white notebook located in the workroom located on top of the safe. The book is called: "Safe and Deposit Bags Procedure Logs"
4. Put the offering in the bag (please remove any reservations or other tear off slips that might be included). Anything related to finances (offering envelopes, cash, memorials, etc.) should stay in the bag. Please check with the pastor about pledge cards.
5. Lock the bag and drop it in the safe.

Church Business Expenses

If you incur expenses related to church business, you may submit a voucher to the Business Office for reimbursement.

It is important to note that purchases for items used by New Providence are tax exempt. Pick up a copy of the tax-exempt certificate from the Business Office before making such a purchase.

If you require the church's credit card for the expense you must sign it out from the Business Office and return it the same day.

If you request reimbursement by check note that church checks require 2 signatures. Please provide at least 24 hours' notice. The practice in the Business Office is that checks are cut on Monday and signed on Tuesday, however efforts are made to try to accommodate emergencies.

When submitting a request to reimbursed for a church related expense follow these instructions:

1. Pick up an expense voucher from the Business Office at the church
2. Fill out expense voucher and turn it in to the Business Office. Detailed receipts are required for reimbursable expenses. The voucher needs:
 - a. Proper authorized signature
 - b. Purchaser's signature
 - c. Coding to proper budget account number

CHURCH TECHNOLOGY

REALM

Realm is a web-based software solution for churches. It enables members and staff to access data 24/7 from anywhere using a computer or mobile device. New Providence provides this tool to church members to use as a resource.

To use Realm go to www.onrealm.org and create an account. Each user sets their own privacy settings. Once your account is established you have many options, including:

- View and print the church directory
- Update your contact information
- View upcoming church events
- View and print your personal giving statement
- Update your church financial pledge
- Set up a group page for your Sunday School class, Geneva Group, Ministry Team, Committee, etc. You can message everyone in your group (group chat).

CHURCH WEBSITE

New Providence has a website that provides information for church members as well as the local community. Go to www.newprovidencepres.org for access. You will find a wealth of information, including:

- Worship schedules
- New Providence's history
- Our ministries
- Our staff
- Our theology
- Programs for children and youth
- Recorded sermons
- Resources for daily living
- The NewProv Press
- Church calendar
- Opportunities to serve

GENERAL INFORMATION

Making Reservations for Meetings

To arrange in the church building or if you need to use the church's Zoom account for a virtual meeting contact Sheryl Birdsall, Administrative Assistant.

Office Number: 865-983-0182 ext. 101

Email: sheryl@newprovidencepres.org

Publication Deadlines

- **Session E-Packet** (Ministry Team minutes, sub-committees, etc.); Second Wednesday of the month at noon
- **New Prov Press**; Third Monday of the month (mailed to be in homes on 1st)
- **Bulletin**; Wednesday of the week of publication, by 5 p.m.

New Members' Class

Classes held as needed, several times a year

Community Benefit Sale

Fourth Friday of every month except November and December (1st Friday in December)

BY-LAWS OF NEW PROVIDENCE PRESBYTERIAN CHURCH

Bylaws of New Providence Presbyterian Church

ARTICLE I

NAME AND ORGANIZATIONAL STATUS

Section 1. Name. The legal name of this organization is “New Providence Church,” its corporate name pursuant to documents filed with the Secretary of State of the State of Tennessee. Except for legal or corporate purposes, this organization may also be known as “New Providence Presbyterian Church.”

Section 2. Organization. This organization is an ecclesiastical body of the Presbyterian Church (U.S.A.). In all respects this organization shall be organized as and shall operate as “a particular church” under the Book of Order of the Presbyterian Church (U.S.A.). References in these bylaws refer to provisions in the Book of Order.

Section 3. Incorporation. This organization is incorporated as a mutual benefit corporation under the Tennessee Nonprofit Corporation Act.

Section 4. Primary Governance. This organization shall be governed first by the Book of Order of the Presbyterian Church (U.S.A.), by the Tennessee Nonprofit Corporation Act, and by the organization's Charter. No bylaws shall be adopted or shall be valid which are inconsistent with or in violation of said Book of Order, Act, or Charter.

ARTICLE II

MEMBERSHIP

Section 1. Categories of Members. This organization shall have the following categories of membership as defined in the Book of Order ((3-5.0200): baptized member, active member, and affiliate member.

Section 2. Membership. Eligibility for membership, qualification for membership, rights and privileges of membership, and all other matters of membership shall be governed by the Book of Order (G-5.0000).

Section 3. Active Members. The active members collectively shall constitute the “congregation” (G-7.0301). Only the active members shall be entitled to all rights and privileges of the organization, to take part in meetings of the congregation and to vote and hold office (G-5.0202).

ARTICLE III

MEETINGS OF THE ORGANIZATION

Section 1. Congregation. When the active members of this organization meet as a corporate body, they shall meet as a “congregation” under the rules and procedures of the Book of Order (G-7.0300).

Section 2. Annual Meetings. The congregation shall hold an annual meeting in January of each year at the place, on the date, and at the time designated by the session. Notice shall be given as provided in the Book of Order ((3-7.0302).

Section 3. Special Meetings. Special meetings of the congregation may be called in accordance with the Book of Order (G-7.0302b).

Section 4. Business. Both ecclesiastical and corporate business may be conducted at the same congregational meeting (G-7.0304). Only such business as permitted in the Book of Order shall be conducted at any congregational meeting (G-7.0304).

Section 5. Quorum and Voting. The quorum at any meeting of the congregation shall be one-tenth of the total number of active members (G-7.0305). All active members who are present at a congregational meeting shall be entitled to vote (G-7.0301). Voting by proxy is prohibited.

Section 6. Moderator. The pastor/head of staff shall be the “moderator” or presiding officer of all meetings of the congregation. In the absence of the pastor, the moderator of the congregational meeting shall be determined in accordance with the Book of Order (G-7.0306).

Section 7. Clerk. The secretary of all congregational meetings shall be the clerk of the session. If the clerk is unable to serve, a secretary for the meeting shall be selected as provided in the Book of Order (G-7.0307).

ARTICLE IV

THE SESSION

Section 1. Responsibility. The governing body of this organization shall be the session, which shall be responsible for the mission and government of the organization and shall have all the responsibilities and powers conferred by the Book of Order (G-I 0.0102). It shall be the equivalent of the board of directors under civil law and shall have all the powers and duties provided in the Tennessee Nonprofit Corporation Act.

Section 2. Members. The session shall consist of the pastor/head of staff, the associate pastors, and the elders in active service. All members of the session, including the pastor and associate pastors, are entitled to vote (G-10.0101).

Section 3. Elders in Active Service. The lay members of the session shall be known as “elders in active service”. The session shall have twenty-one elders in active service, plus up to two youth serving as elder(s) for a one-year term. At a special meeting in October or November of each year, seven elders in active service shall be elected for a term of three years; up to two youth shall be elected for a term of one year each. A youth shall be an active member under the age of 25 at the time of election. See Article VII.

Section 4. Qualifications. The qualifications for elders in active service shall be as set forth in the Book of Order (G-6.0300). Elders in active service shall be active members of the organization. Immediate reelection of elders in active service and deacons is prohibited; see Article VII, Section 2.

Section 5. Moderator. The pastor/head of staff shall be the moderator or the presiding officer of the session. A person other than the pastor may preside as moderator as provided in the Book of Order (G-10.0103).

Section 6. Meetings. The session shall meet on the third Tuesday of each month at the church building, unless for a particular meeting the date and place shall otherwise be determined by the session. Special meetings shall be called as provided in the Book of Order (G-10.0201).

Section 7. Quorum. A quorum of the session shall be the pastor/head of staff or other presiding officer and at least eleven of the elders in active service; however, for the reception and dismissing of members, the quorum shall be the moderator and two elders in active service (G-10.0202).

Section 8. Vacancy. In the event of the death or resignation of an elder in active service, a replacement shall be elected to fill the unexpired term at the next annual or special meeting of the congregation.

ARTICLE V

OFFICERS

Section 1. President. The president of the organization shall be an active member elected by the session for a term of one year at its regular meeting in the month of January of each year. The president shall have the following duties: (a) to report on the activities and financial condition of the organization at the annual meeting (T.C.A. §48-57-101), (b) to sign with the secretary (clerk of session) all deeds of conveyance, leases, mortgages, and other documents involving the organization ownership and use of real property,

(c) to sign any corporate document to be filed with the Tennessee Secretary of State, and (d) to fulfill any other duties specifically required of a president of a corporation under the Tennessee Nonprofit Corporation Act.

Section 2. Moderator. The pastor/head of staff shall be the “moderator” of the congregation and of the session and shall have all the powers, duties, and responsibilities set forth in the Book of Order.

Section 3. Clerk of Session. The clerk of session shall be an elder, but not necessarily an elder in active service. The clerk of session shall be elected by the session for a term of one year at its regular meeting in the month of January of each year. For the purposes of civil law, the clerk of session shall be the secretary of the organization and shall be responsible for preparing minutes of the session and congregational meetings and for authenticating records of the organization (T.C.A. § 48-58-401).

Section 4. Treasurer. The treasurer of the organization shall be an active member elected by the session for a term of one year at its regular meeting in the month of January of each year. An assistant treasurer may be elected by the session. At the annual meeting, the treasurer shall report on the activities and financial condition of the organization (T.C.A. § 48-57-101).

ARTICLE VI

BOARD OF DEACONS

Section 1. Responsibilities. The organization shall have a board of deacons, the purpose, responsibilities, and duties of which shall be governed by the Book of Order (G-6.0400).

Section 2. Members. The board of deacons shall have eighteen members, plus up to two youth serving as deacon(s) for a one-year term. At a special meeting in either October or November of each year, six deacons in active service shall be elected for a term of three years: up to two youth shall be elected for a term of one year each. A youth shall be an active member. Immediate re-election of elders in active service and deacons is prohibited; see Article VII.

Section 3. Qualifications. The qualifications for a deacon shall be as set forth in the Book of Order (G-6.0401). A deacon shall be an active member. Immediate reelection of elders in active service and deacons is prohibited; see Article VII, Section 2.

Section 4. Moderator and Secretary. The board of deacons shall elect a moderator and a secretary from among its members (G-6.0403).

Section 5. Advisory Members. The pastor and associate pastors shall be advisory members, with voice but without vote, of the board of deacons (G-6.0403).

Section 6. Meetings. The board of deacons shall meet regularly on the fourth Tuesday of each month, except December, at the church building, unless for any particular meeting the date and place shall otherwise be determined by the board. The board shall also meet upon the call of its moderator, or when directed to meet by the session.

A joint meeting of the session and the board of deacons shall be held annually to confer on matters of common interest, with the moderator of the session presiding (G-6.0405).

Section 7. Supervision of Session. The board of deacons shall be under the supervision and authority of the session.

The records of the board of deacons shall be submitted to the session annually in January and at other times upon the request of the session. The session may void or amend any action of the board of deacons, or direct the board to reconsider such action (G-6.0404).

Section 8. Quorum. A quorum of the board of deacons shall consist of ten deacons (G-6.0405).

Section 9. Vacancy. In the event of the death or resignation of a deacon in active service, a replacement shall be elected to fill the unexpired term at the next annual or special meeting of the congregation.

ARTICLE VII

NOMINATION AND ELECTION OF ELDERS AND DEACONS

Section 1. Members. The organization shall have a nominating committee of nine voting members, all of whom shall be active members of the organization. Two members shall be elected by the session from its membership, and one of these members shall be designated by the session as chair of the nominating committee. One member shall be elected by the board of deacons from its membership. Six members shall be elected by the congregation (by secret ballot, unless there is no contest) from its membership at a special meeting of the congregation held in October of each year. None of these six members shall be a member of the session or the board of deacons. The pastor/head of staff shall be a member of the nominating committee, with voice but without vote.

Section 2. Immediate Reelection Prohibited. Any person who has served a full term as an elder in active service or as a deacon in active service shall be ineligible to serve as either an elder in active service or a deacon in active service for a period of one year immediately following the expiration of his/her term. Anyone serving a term of more than 24 months shall be considered as having served a full term for the purposes of this section.

Section 3. Nomination Procedure. The nominating committee shall nominate to the congregation at least one candidate for each position of elder, deacon, and member of the nominating committee to be elected by the congregation.

Additional nominations for any position may be made by any active member from the floor at the meeting of the congregation.

Section 4. Special Meeting for Election. At its regular meeting in either the month of September or October, the session shall call a special meeting of the congregation as follows: (1) for any Sunday in October if the meeting is called at the September session meeting; and (2) for any Sunday in November if the meeting is called at the October session meeting. The purpose of this special meeting shall be the annual election of elders, deacons, and six congregational members of the nominating committee.

Section 5. Secret Ballot. The election of elders, deacons, and nominating committee members shall be by secret ballot, unless there is no contest (G-14.0204).

Section 6. Voting. No nominee shall be elected unless he/she shall receive a majority of the votes cast. Nominees who receive a majority of the votes on the first or any subsequent ballot shall be declared elected; however, if more nominees than are required to fill the vacant offices shall receive a majority of the votes cast, then the offices shall be filled by those receiving the highest number of votes. If all offices are not filled on the first ballot, balloting shall continue on the remaining nominees and/or other nominees until the offices are filled.

Section 7. Ordination and Installation. Except for the persons elected to fill a vacancy, elders and deacons elected in October ordinarily shall be ordained/installed in office on the first Sunday of the following January at the morning worship service. Persons elected at any time to fill a vacancy shall be ordained/installed at a worship service as soon as possible.

ARTICLE VIII

FINANCES

Section 1. Fiscal Year. The fiscal year shall be January 1 through December 31.

Section 2. Treasurer. The work of the treasurer shall be supervised by the session, and he/she shall report at least annually to the session and more often when requested (G-10.0401).

Section 3. Budget. The session shall establish a budget and finance committee, which shall prepare, upon the recommendations of appropriate committees, an annual budget of operating income and expenses, of benevolence income and disbursements, and of any special funds. The committee shall present the same for preliminary approval to the session at its regular meeting in September. Not later than its regular meeting in the following January the session shall adopt a final budget for the fiscal year. This final budget shall be presented for information to the congregation at its annual meeting in January.

At the annual meeting the congregation shall review the adequacy of the compensation of the pastors upon report of the prior review by the session ((3-7.0302) and shall approve any changes in the terms of compensation in the calls of the pastors.

Section 4. Custody of Funds. All funds received by the church shall be delivered to the treasurer for safe keeping. The treasurer shall disburse funds as provided in the annual budget, provided that expenses in any one fiscal year shall not exceed actual receipts plus budgeted surplus funds from the prior fiscal year and funds authorized for special projects. During the fourth quarter of any fiscal year the session may transfer funds within budgeted categories upon recommendations of the affected committee and the budget and finance committee. Unexpended funds from any fiscal year shall pass to the General Fund at the year-end.

The session may use the General Fund as income to fund future years' budgets, provided that the General Fund shall not be budgeted below a balance equal to the average of two months' expense over the prior fiscal year. Treasurers of the other organizations of the church shall report annually to the session ((3-10.0401).

Section 5. Benevolences. Except for surplus funds as described in Section 4 above, the session shall not authorize the obligation of any benevolence funds other than as provided in the annual budget, except for benevolences of organizations, church school classes, special gifts, or offerings for particular purposes. The session may, during the last quarter of the fiscal year, use the unobligated funds of any benevolence budget item to cover a deficit in other benevolence budget items.

ARTICLE IX

PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Procedure. Meetings of the congregation, session, board of deacons, and all committees and commissions of the organization shall be conducted in accordance with the most recent edition of Roberts' Rules of Order, except in cases where the Book of Order provides otherwise ((3-9.0302).

ARTICLE X

AMENDMENTS AND REVISION

Section 1. Procedure. These bylaws may be amended by the session at any meeting, provided (1) that the notice or agenda of the meeting shall state that an amendment or amendments to the bylaws will be moved at the meeting and (2) that the notice or agenda shall be accompanied with a copy of the proposed amendments(s). Further, notice of any proposed amendment shall be provided to the active members no less than fifteen days prior to the first meeting of session at which the amendment is to be considered.

Section 2. Majority Vote. To be adopted, the amendment(s) must be approved by a majority of the total members of the session entitled to vote (see Article IV, Section 2), regardless of the number of members present.

Section 3. Periodic Review. At least once every five years the session shall direct the administrative team to review the charter and bylaws and recommend to the session any amendment or revision.

Adopted June 30, 1954

Revised June 19, 1991

Reviewed and Reaffirmed by Session September 17, 1997

Revised and approved by Session September 17, 2002

Amended by Administrative Committee and Approved by Session August 19, 2003

Revised May 3, 2005

ADDITIONAL RESOURCES

I. Our Presbyterian Heritage

The link below is to the Presbyterian Mission Agency website. The information provided is a general guide to facts about the Presbyterian Church (U.S.A.). Some of the things you will explore include Presbyterian history, theological beliefs, and social issues.

<http://www.presbyterianmission.org/ministries/101/>

II. Presbyterian Theology

Scripture: Reformed and always reforming according to scripture

Every practice and belief of the church should be grounded in scripture. Nothing that cannot be demonstrated to be grounded in scripture can be regarded as binding upon the believer. This is summarized in the phrase *sola scriptura*, “by scripture alone.”

Sovereignty of God

“To speak of God’s sovereignty is to confess unequivocally that, despite abundant evidence to the contrary, God is in charge. . . . (It is) the doctrine that God unceasingly cares for the world, that all things are in God’s hands, and that God is leading the world to its appointed goal . . . (It) opposes the idea that all things happen by chance.” *Faith Seeking Understanding*

Election When were you saved?

The key element of the Reformed Tradition is the focus on God’s saving action rather than human action. Salvation is not something we do at all. It is *God* who acts: it is *God* who saves through Jesus Christ.

This is a continual lifelong process, not a once-in-a-lifetime experience. “We are converted to God little-by-little, and by stages.” – *John Calvin*

Priesthood of all Believers We all have a calling

“The ‘priesthood of all believers’ ... all Christians can act in ‘priestly’ ways-by praying to God directly, and not having to go through a church’s ‘priest’-and that all believers may teach the Christian faith to others on the basis of their own reading of the Scriptures. . . . Presbyterian theology recognized the truth of Luther’s perspectives. We go on, however, to see also that the church itself as the covenant community of God is a ‘chosen race, a royal priesthood.’ *Presbyterian Questions, Presbyterian Answers*

As ‘priests’ we are called to:

- offer Jesus Christ to the world
- offer ourselves as ‘living sacrifices’
- pray for others
- carry out the mission and ministries of the church

III. Presbyterian Polity

Presbyterian polity is a method of church governance ("ecclesiastical **polity**") typified by the rule of assemblies of presbyters, or elders. Each local church is governed by a body of elected elders usually called the session. Presbyterians are not do-it-yourselfers. We believe that groups make better decisions than individuals. We make decisions as a community. We listen to each other, believing that God speaks in the community of the church.

Scripture

"All things in Scripture are not alike plain in themselves, nor alike clear unto all." Those things "necessary to be known, believed, and observed for salvation" are clear. (Westminster Confession) However, "in all controversies of religion" the church needs to use scholarly study to help us sort out our differences. That requires us all to be patient with each other and do our homework until we reach some consensus.

Diversity is good

Presbyterians believe that the best decisions are made when the broadest possible representation of our diversity participates. We believe in the equality of all people before God, and therefore our system represents a parity, an equality, of persons. There are always both elders and ministers qualified to vote in every governing body. We seek to have women as well as men represented. We encourage people of every race and ethnicity to participate.

Decently and in order

When it is time to make a decision, Presbyterians do not let the loudest voice win. Our system of government enables an orderly process of discerning the will of God in which everyone participates. [Robert's Rules of Order]

Government by the book

- The Bible
- The constitution of the Presbyterian Church (U.S.A.)
 - The Book of Confessions (11 documents, dating from the 4th century to the late 20th century, that give us the main theological themes our ancestors in the faith found central in Scripture.)
 - The Book of Order (guidance for ordering our life as a community according to Scripture and the confessions. It sets out democratic principles of representative government and applies them to life in the church).
- Download the Book of Order at:
<https://oga.pcusa.org/section/mid-council-ministries/constitutional-services/constitution/>

What Presbyterian government is not...

- We are not episcopal, with government from the top down. In the Roman Catholic, Episcopal and Methodist churches, individual bishops exercise significant authority.
- We are not congregational, with government from the bottom up. In congregational polity the local church's decisions are final, with everyone getting to vote on everything. This is characteristic of Baptists and the United Church of Christ, among other denominations.
- We are not "representative" in the way a homeroom sends a representative to the Student Council. We do not elect delegates and tell those delegates how to vote; we elect commissioners and ask

those commissioners to vote their conscience and the will of God. No one instructs a Presbyterian commissioner how they are to vote.

When we don't agree...

Presbyterians do not always agree with the decisions of their commissioners. So we have an appeals process, and a system of courts, called Permanent Judicial Commissions (PJsCs). Appeals can always be made to the next higher governing body. Disagreements in a local session can be appealed to the presbytery PJC, from the presbytery to the synod PJC and from the synod to the PJC of the General Assembly. Like the Supreme Court, there is no appeal from the General Assembly PJC. Its decisions are final.

Presbyterian Polity Study Outline

- I. Types of Church Polity
 - a. Episcopal (*episkopos* = bishop)
 - b. Presbyterian (*presbuteros* = elder)
 - c. Congregational
- II. Structure of Presbyterian Polity
 - a. Congregational Boards
 - i. Session
 - ii. Deacons
 - b. Presbytery
 - i. Geographical
 - ii. Connectional
 - iii. The Presbytery of East Tennessee ≈ 65 churches from Chattanooga to Huntsville, Fairfield Glade to Gatlinburg
 - iv. Commissioners to PET meetings are teaching elder members of PET and ruling elders in proportional numbers based on church size
 - c. Synod
 - i. Educational and mission resources
 - ii. The Synod of Living Waters = Tennessee, Kentucky, Mississippi and Alabama
 - iii. Mission project is Living Waters for the World
 - iv. Commissioners to SLW meetings are teaching and ruling elders in equal numbers from each presbytery
 - d. General Assembly
 - i. Highest governing body; where changes to the constitution are recommended to the presbyteries for ratification
 - ii. Meets every other year
 - iii. Commissioners to GA are teaching and ruling elders in equal numbers from each presbytery based on size of presbytery
- III. The Presbyterian Church Constitution
 - a. Part I – *The Book of Confessions* (11 documents, dating from the 2nd century to the late 20th century, that give us the main theological themes our ancestors in the faith found central in Scripture. “In times of crisis from within and without, the church has to confess more, in creedal statements, than is in the apostolic language, in order, in the new situation, not to say less than is contained there.” - David Willis)
 - b. Part II – *The Book of Order* (guidance for ordering our life as a community according to Scripture and the confessions. It sets out democratic principles of representative government and applies them to life in the church).
- IV. Foundations of Presbyterian Polity
What’s the big idea behind each of these phrases?
 - Governed by Presbyters
 - Gathered in Councils
 - Seek and Represent the Will of Christ
 - Decision by Majority Vote
 - Review and Control
 - Ordination by Council

- Shared Power, Exercised Jointly

VI. Presbyterian Polity Depends on Listening

- a. To scripture (begins with devotion)
- b. To the Holy Spirit (prayer for insight)
- c. To one another (thoughtful dialogue)
 - i. No side conversations
 - ii. Everyone has a right to speak and be heard

Parliamentary Procedure

Parliamentary procedure is a way of helping to determine the will of the body. The intention is to level the playing field to ensure that all voices and opinions can be heard rather than just the loudest or most vocal members. The tool used most often in parliamentary procedure is *Robert's Rules of Order*, developed by Henry Martyn Robert as a guide for conducting meetings and making decisions as a group.

Robert retired as a brigadier general in the US Army. He had graduated fourth in his class at West Point, where he returned as an instructor, and then supervised fortifications construction. In all his assignments he had shown himself to be a promising soldier, competent leader, and an outstanding engineer.

However, one day Robert, a deeply religious Baptist, was unexpectedly asked to chair a meeting at his church. He completely lost control of the meeting. He later wrote, "*One can scarcely have had much experience in deliberative meetings of Christians without realizing that the best of [people], having wills of their own, are liable to attempt to carry out their own views without paying sufficient respect to the rights of their opponents.*" Embarrassed, he sought guidance from existing manuals of parliamentary procedure and found them to be next to useless, even occasionally absurd. Eventually, he went on to write *Robert's Rules of Order*.

- I. Parliamentary Procedure insures that:
 1. The rights and unity of the body shall be preserved;
 - i. Unity is a visible expression of the Body of Christ; leads us to be patient and live/work with differences of opinion.
 - ii. Changing decisions already made, or limiting fundamental rights, usually requires a 2/3 vote.
 2. The will of the majority shall prevail;
 - i. Even if I don't like the decision, I agree to live with it.
 3. The rights of the minority shall be protected.
 - i. Right to know what is going on (notice of meetings, presentation and approval of minutes)
 - ii. Right to attend meetings (notice, quorum requirement)
 - iii. Right to make motions (only requires motion and a second)
 - iv. Right to speak (Debatable motions must receive full debate, 2/3 requirement to cut off debate by "calling the question.")
 - v. Right to vote (every member of body gets a vote)
 - vi. Right to hold office (only one person needed to nominate)
- II. Use of Parliamentary Procedure
 1. Rigor of use adjusts:
 - i. To size of body
 - ii. To degree of controversy and contention
 - iii. To need for formality
 2. Use of motions
 - i. Facilitates dealing with one subject at a time
 - ii. Allows speakers to speak in support of or in opposition to the motion
 3. Types of motions
 - i. Main motion – propose that an action be taken
 - ii. Subsidiary motion – to "perfect" main motion [Motion to Amend]
 - iii. Incidental motions – intended to clarify other motions
 - iv. Privileged motions – non-debatable [motion to adjourn]
 4. Rules about quorum and order

- i. Book of Order allows each council (governing body) to set its own quorum
 - 5. Rules about speaking and closing debate
 - i. Must be recognized by moderator
 - ii. Motion must be on the floor before debate begins
 - iii. Maker of the motion gets right of first debate
 - iv. Typically pro/con alternating
 - 6. Rules about nominations and elections
 - i. Any member can be nominated (can self-nominate)
 - ii. All Presbyterian officers are elected by a majority of their peers
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