

1 **3. ADMINISTRATION MINISTRY TEAM**

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3 Statement Of Purpose

4 Utilizing God's administrative gifts, the Administration Ministry Team will manage the church affairs  
5 assigned to it so that the mission and business of the church may be performed as effectively as  
6 possible.

7  
8 Clerk Of Session      The Clerk of Session shall be a member of the Ministry Team.

9  
10 Specific Ministries

- 11 1) The Ministry Team will update this Manual of Administrative Operations as changes occur,  
12 providing updates to the Clerk and Head of Staff as soon as possible. A complete update will be  
13 distributed to active elders as necessary.
- 14 2) The Ministry Team will coordinate the Annual Congregational Meeting, which shall ordinarily  
15 occur on the last Sunday of January or first Sunday of February. The Clerk, with the support of the  
16 Ministry Team, will ensure that the provisions of the Congregational Policies and the Book of  
17 Order are met for this meeting and all meetings of the congregation.
- 18 3) The Ministry Team will oversee the church office.
- 19 4) The Ministry Team will be responsible for the oversight, selection and care of all church office  
20 equipment and services, including electronic, telephonic, web site and computer systems.
- 21 5) The Ministry Team will be responsible to supervise and coordinate the purchasing of office  
22 supplies and services, outside copying, maintenance fees, and other such support expenses.
- 23 6) The Ministry Team, with the Head of Staff, will plan, implement and evaluate officer training and  
24 officer retreats, including Session retreats and joint Session and Diaconate retreats. It shall consult  
25 with the Head of Staff in this planning and its implementation.
- 26 7) The Ministry Team will plan the placement of each Serving Ruling Elder on the Session's Ministry  
27 Teams, designating who will serve as chairperson(s).
- 28 8) The Ministry Team, following the Congregational Policies, will guide the process for the selection  
29 and election by the congregation of a Congregational Nominating Committee. This Ministry Team  
30 will then serve as a liaison to the Congregational Nominating Committee.
- 31 9) The Ministry Team may recommend to the Session representatives to Presbytery and other  
32 Presbyterian bodies related to higher courts of the Presbyterian Church (U. S. A.). It will further  
33 direct the study of issues and information communicated to the church from those bodies.
- 34 10) The Ministry Team shall serve as a liaison for Board of Deacons, and help to coordinate their work  
35 as directed by the Book of Order and as delegated to the Diaconate by Session. See Manual of the  
36 Board of Deacons, made part of this Manual.
- 37 11) The Ministry Team will conduct the Exit Questionnaire process for outgoing Deacons and Elders.
- 38 12) The Ministry Team will provide coordination for the work of all other Ministry Teams.
- 39 13) The Ministry Team will oversee the Membership Roll Review.
- 40 14) The Ministry Team, in consultation with Staff and other affected Ministry Teams or groups, will  
41 determine the appropriateness of use of the building and its facilities by outside groups and will  
42 consider all such requests, with the disposition being included in the Ministry Team's regular  
43 report to the Session.
- 44 15) The Ministry Team will oversee the ongoing staffing of the Session's Financial Review  
45 Committee.
- 46 16) The Ministry Team will develop and maintain the church's response to Inclement Weather and  
47 other emergencies.

48 17) The Ministry Team will accept other responsibilities assigned by the Session.

49

50 Planning Calendar

51 JANUARY

52 Verify with CNC that new officers are ready to be nominated

53 Annual Congregational Meeting: prepare documents for distribution; present Congregational  
54 Nominating Committee nominations to congregation for election (with clerk)

55 Ask session to call congregational meeting for election of new officers (if not to be  
56 accomplished during Annual Congregation Meeting)

57 Follow-up with Clerk to insure filing of previous year's Statistical Report with Presbytery (due  
58 by end of January)

59 Follow-up with Clerk & Pastor to ensure previous year's meeting minutes of Session, Deacons,  
60 Trustees and Congregational Meetings are filed with Presbytery by the end of March

61 Complete nominees for new Congregational Nominating Committee; post names in bulletin and  
62 Newsletter

63 Start planning for new Ministry Team assignments of elders

64 Send FRC, Financial Review Committee, members to Session for approval/reporting

65 Complete plans for spring Officer retreat, as needed

66 Verify elder commissioners selected for February Presbytery meeting (Clerk)

67 Initiate "exit questionnaire" process for outgoing Officers

68 Schedule a Blessing Service for the outgoing Officers

69 Plan for members of the Diaconate Officer Nominating Committee

70 FEBRUARY

71 Continue planning new Ministry Team assignments

72 Plan training / orientation of new Congregational Nominating Committee

73 Complete plans for the Spring Retreat, including evaluation and follow-up reporting

74 MARCH

75 Finalize Ministry Team assignments for Spring Elder rotation

76 Prepare Certificates of Installation for officers-elect

77 Blessing Service for the outgoing officers

78 Analyze and prepare report of "exit questionnaires" from outgoing Officers; provide report to  
79 Pastor, Assoc Pastor, Moderator of Deacons & Clerk

80 Contact new Congregational Nominating Committee for general startup status for Elder and  
81 Deacon candidates (and others, if needed)

82 APRIL

83 Initiate Membership Roll Review process

84 Trigger Session to elect new Corporation President & other officers, as needed, after new elder  
85 class installed

86 MAY

87 Follow-up on activity of Financial Review Committee

88 Verify elder commissioners selected for June Presbytery meeting

89 JUNE

90 Follow-up on activity of Financial Review Committee

91 Follow-up on activity of Membership Roll Review Committee

92 Begin budget planning

93 MAO review and update

94 Review office records to purge old files (semi-annual activity- odd numbered years)

95 JULY

- 96 Continue budget planning
- 97 Follow-up on activity of Membership Roll Review Committee
- 98 Review year's calendar; revise where necessary
- 99 Touch base with Congregational Nominating Committee for general status of Elder and Deacon
- 100 candidates (and others, if needed)
- 101 Financial Review Committee report submission no later than August Session meeting
- 102 Solicit new Clerk for first of year

103 AUGUST

- 104 Annual budget process – August submission
- 105 Plan for Rally Day, as needed (September)
- 106 Check on progress of Congregational Nominating Committee
- 107 All Minutes filed with Presbytery
- 108 Plan new officer training schedule, examination, ordination and installation dates; take to
- 109 Session for approval
- 110 Plan for September's Joint Session / Diaconate meeting, including dinner

111 SEPTEMBER

- 112 Submit Membership Roll Review changes to Session
- 113 Check on progress of Congregational Nominating Committee
- 114 Follow-up on soliciting of new Clerk for first of year
- 115 Plan annual Diaconate responsibilities review (due to Session in Jan)
- 116 Joint Session / Diaconate meeting, usually starting at 6:30pm with dinner
- 117 **Sexual Misconduct Policy:** staff, Elders and Deacons shall sign an annual acknowledgement of
- 118 our policy (joint responsibility with Personnel) (See the Personnel MAO for the policy)

119 OCTOBER

- 120 Follow-up on Session action on Membership Roll Review process
- 121 Check on progress of Congregational Nominating Committee
- 122 Begin formation of next year's Congregational Nominating Committee
- 123 Begin formation work for next year's Financial Review Committee
- 124 Review plans for Spring Officer retreat
- 125 New Clerk starts training with current Clerk

126 NOVEMBER

- 127 Solicit nominations from congregation for at-large members of Congregational Nominating
- 128 Committee according to Book of Order and TCPC guidelines
- 129 Schedule articles for bulletin (first several Sundays in December) & eNews (late November thru
- 130 pre-Christmas) explaining opportunity to participate in the Staff Christmas Gift
- 131 Begin planning for Annual Congregational Meeting
- 132 Check on progress of Congregational Nominating Committee
- 133 Order materials for Officer-elect training: Book of Confession, Book of Order, Selected to Serve
- 134 (quantity inclusive of trainers, as well as BOO for Clerk and Pastors, if needed)

135 DECEMBER

- 136 Check on progress of Congregational Nominating Committee
- 137 Continue formation of Congregational Nominating Committee
- 138 Continue planning for Annual Congregational Meeting
- 139 Continue planning for spring Officer Retreat
- 140 Submit names to Session for next year's Financial Review Committee

141

142 Facility Use Policy

143 Policies Governing the Use of the Facilities at Three Chopt Presbyterian Church by Nonprofit /  
144 Governmental / Other Organizations (approved by Session 4/2018.)

145  
146 The members of Three Chopt Presbyterian Church, TCPC, are called to be compassionate witnesses to  
147 Jesus Christ, our Lord and Savior. At TCPC people of all ages are encouraged to grow in their  
148 understanding of God’s word through study, to discover their spiritual gifts, and to offer those gifts in  
149 active ministry to the glory of God. We gather for worship to be prepared to share our faith and care  
150 for those in need inside and outside our walls. The facilities of TCPC are for the glory of God. Thus,  
151 we strive to make the property of the church available to its members and to the community. These  
152 conditions managing the use of the church facilities are authorized by Session and published so that all  
153 will know.

154  
155 Facility use activities are overseen by the Administration Ministry Team. Requests for facility use are  
156 managed through the church office. No commitment for facility use is finalized until the Facility Use  
157 Agreement has been approved and executed through the church office. When possible, we will  
158 attempt to make our facility available to local organizations and individuals for one-time or short-term  
159 usage, but our first priority is to congregation programs and membership needs. Priority is then given  
160 to nonprofit groups that are supported by our church and finally to other nonprofit or governmental  
161 organizations.

162  
163 No activities, fund-raisers or advocacy may take place at the church that conflicts with the practices of  
164 this congregation and the PCUSA.

165  
166 So that all church members and outside groups can enjoy our facility, we ask you to read this  
167 Agreement, sign it, return the original to the Church Office, and complete the Online Application.  
168 You should retain a copy for your records. Approval, additional questions, etc. will be emailed to you.

169  
170 This Facility Use Agreement includes the following:

- 171 • Steps to Facility Use Scheduling
- 172 • Rules and Regulations and
- 173 • Facility Waiver Release

174

175 **STEPS TO FACILITY USE SCHEDULING**

- 176 • Complete Online Application (2 months in advance of the planned event)  
177 [[https://docs.google.com/forms/d/e/1FAIpQLSedLcp3thDxscETu1-  
178 OxXN9RkoeRaSSuNXPNaZTUyI3REInGA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSedLcp3thDxscETu1-OxXN9RkoeRaSSuNXPNaZTUyI3REInGA/viewform)]
- 179 • Read and Accept this Facility Use Agreement
- 180 • Submit a copy of 501(c)(3) – applies to organizations whose mission is compatible with the  
181 church’s exempt purposes
- 182 • Submit proof of liability insurance coverage of \$1,000,000

183

184 **RULES AND REGULATIONS**

185 **CHURCH PROPERTY** – Church property is not available to be loaned or borrowed, and must not be  
186 removed from church premises. Church property, such as chairs, tables, etc. may be used when using  
187 the facility under the rules herein.

188

189 FACILITY CARE & SECURITY – The church area used by your group must be left clean and  
190 orderly with church furniture and property returned to its designated place. You agree to ensure that all  
191 event participants leave the facility after the event. The adult or responsible person should be the last  
192 person to depart, and must ensure that all building doors are locked and secured.

193  
194 KITCHEN RULES – Kitchen use must be specifically requested and authorized prior to your event.  
195 “Kitchen Rules” are posted in the kitchen and must be followed.

196  
197 PIANO AND ORGAN USE – Permission to use the piano, organ, hand bells, or other church owned  
198 instruments must be authorized prior to your event. The piano and organ may not be moved.

199  
200 AUDIO / VISUAL SYSTEM – The A/V systems are available for use upon request. The system must  
201 be operated by trained TCPC members or by individuals authorized prior to your event. No other  
202 equipment may be attached to the system without prior approval.

203  
204 NO SMOKING / NO ALCOHOL / PERSONAL CONDUCT – All members of groups using our  
205 facility shall abide at all times by a “no smoking” rule in the building, including corridors and  
206 restrooms. Alcohol consumption is not allowed on the property, including all buildings and outdoor  
207 areas. Group members shall conduct themselves in a responsible manner, refraining from engaging in  
208 inappropriate behavior, including the use of loud, foul, slanderous language, or any intimidating or  
209 offensive conduct that would interfere with the peaceful use and enjoyment of the facility by others.

210  
211 PARKING – Park vehicles in the marked spaces; park on the lawn as “overflow” only. Never park in  
212 the lanes or on the sidewalks (per the Fire Marshall.)

213  
214 RESERVATION SPACE – The reserved room/space may not be used before or after the approved  
215 timeslot – even if there are no other reservations before or after your reserved time. Only reserved  
216 rooms may be used the day of the reservation. Final clean-up for events must be completed by 9 pm.

217  
218 SUPERVISION OF CHILDREN AND YOUTH – The congregation seeks to provide a safe  
219 environment for children and youth. All users of the facility are expected to follow the guidelines of  
220 this policy including the following:  
221 • No fewer than two adults should be present at all times during any program or event involving  
222 children.  
223 • Adult supervision is required at all times both inside and outside of the church facility, including  
224 the parking lot.  
225 • Children and/or siblings of group members must stay with the group or under the care of additional  
226 adult supervisors.

227  
228 FOOD AND DRINK – Food and drink should be limited to the upstairs fellowship hall, the  
229 downstairs fellowship hall, Narthex or the outside areas. No food or drink is allowed in the Sanctuary.  
230 Groups using the church property are responsible for cleaning after each use -- both inside and outside.  
231 If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes,  
232 silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not  
233 permitted.

234

235 DECORATIONS – Attaching decorations to painted surfaces is strongly discouraged – if any are  
236 attached then “blue painters tape” is the only tape authorized; any attached to metal window frames or  
237 doors must not use anything that will damage the surface. All decorations must be removed  
238 immediately and completely following the event.

239  
240 SCHEDULING CONFLICTS / EMERGENCY CANCELLATIONS – Although an organization will  
241 have a “reservation” for a certain area within the church and day and time for the use of the church’s  
242 facilities, there may be occasions when the church will have to preempt such a “reservation” to  
243 accommodate its own program activities. We will not take this step lightly, but if this does occur,  
244 every effort will be made to notify the organization as promptly as possible. Inclement weather or  
245 some other unforeseen circumstance may lead to facility being closed. If so, then all reservations will  
246 be cancelled.

247  
248 STORAGE – There is no storage space available.

249  
250 BREAKAGE – All persons and/or groups using our facilities are expected to exercise reasonable care  
251 and judgment to prevent defacement, damage or breakage. The person(s) signing the application for  
252 use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise  
253 refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of  
254 the church, has been carelessly or irresponsibly subjected to more than normal wear and tear by the  
255 person(s) or group(s) involved.

256  
257 FEES – While there is no fee charged to use the church facilities, donations are accepted.

258  
259 SECURITY – The church works to maintain a safe and secure environment within the facility;  
260 however, no systems are foolproof. We ask that all users pay close attention to personal property and  
261 valuables and not leave them unattended. The church is not responsible for theft or damage to personal  
262 property.

263  
264 FACILITY WAIVER RELEASE  
265 Waiver and Release of all claims (including negligence)  
266 In consideration for use of the facility, I waive and release Three Chopt Presbyterian Church, its  
267 agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of  
268 action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for  
269 personal injury, property damage, medical expenses, loss of services, on account of or in any way  
270 related to or growing out of my presence at the facility or use of the facility and/or equipment. This  
271 waiver and release is intended to and does release Three Chopt Presbyterian Church from any and all  
272 liability for damages or injuries on account of or in any way related to or growing out of my  
273 negligence, the negligence of third parties and Three Chopt Presbyterian Church’s negligence,  
274 including but not limited to negligence in the construction, maintenance and upkeep of the facility and  
275 its equipment, negligence in training or negligence in supervision. This is not intended to release  
276 Three Chopt Presbyterian Church from any liability resulting from their intentional conduct.  
277 I further covenant and agree not to institute any claims or legal action against Three Chopt  
278 Presbyterian Church for any claim released by this Agreement. I further agree that should any claim be  
279 made against Three Chopt Presbyterian Church in contravention of this Agreement, including but not  
280 limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Three Chopt

**Three Chopt  
Presbyterian Church**

281 Presbyterian Church for any such claim and expenses including attorney’s fees and costs incurred by  
282 Three Chopt Presbyterian Church in defending themselves or security indemnity hereunder.  
283 I recognize the facility is not supervised, and I use the facility (including premises and equipment)  
284 entirely at my own risk.

285  
286 I understand that Three Chopt Presbyterian Church is not responsible for any loss, theft or damage to  
287 my (or my group’s) property while at our facility.

288 I acknowledge that I have received and read a copy of the current Facility Use Guide governing the  
289 use of the facility. I agree that I will fully comply with all rules and regulations.

290  
291 I have read this Agreement, including the Facility Waiver Release paragraph, and, for the privilege of  
292 using the facility located at 9315 Three Chopt Road, Henrico VA 23229, understand that by signing  
293 the Agreement I have consented to be bound by its terms, including the waiver/release of any legal  
294 right I may have to sue Three Chopt Presbyterian Church for any costs they incur because a claim or  
295 legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its  
296 terms and conditions, as determined by Three Chopt Presbyterian Church, will void and terminate this  
297 Agreement and may result in loss of the ability to use the facility.

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Name of Responsible Person: Print:	Organization Name:
Signature:	
Contact Info:	
Phone # (cell):	Organization Address:
Email:	
Approved by / Date:	

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302 The Congregational Nominating Committee

- 303 1) Three Chopt Presbyterian Church shall be in full compliance with the Book of Order and its  
304 Congregational Policies. Implementation of these requirements follows:
- 305 a) The Congregational Nominating Committee, CNC shall ordinarily be composed of 7 members,  
306 6 being elected by the congregation for two-year terms, in two separate classes. Ordinarily one-  
307 half of the elected CNC members will rotate-off each year. In addition, the Session shall  
308 appoint one serving Ruling Elder to the CNC. The Session shall appoint the Moderator of the  
309 CNC, who may be any member of the CNC.
  - 310 b) Nomination and election of the Committee:
    - 311 i) The Administration Ministry Team will solicit recommendations for the CNC, with a full  
312 awareness of the desired diversity for the CNC, such as age, group involvement, etc. The  
313 Newsletter, Sunday Bulletin, postings at church and other forms of publicity shall be  
314 employed to assure full opportunity is afforded to all members. Recommendations should  
315 be received by early December.
    - 316 ii) The Administration Ministry Team will then serve as a nominating committee to the  
317 congregation in the election of the CNC. The Administration Ministry Team will take note  
318 of the persons already elected to the CNC, and then recommend at the Annual Meeting of  
319 the Congregation the names of additional persons to be elected, being guided by:
      - 320 (1) the names recommended by the congregation;
      - 321 (2) the need to balance the number of men and women;
      - 322 (3) the need to balance age distribution;
      - 323 (4) the need to have diverse groups represented; and
      - 324 (5) the need to balance the size of the two classes.
  - 325 c) The names of those to be nominated for the CNC shall be presented to the congregation via the  
326 Newsletter, Sunday bulletins, public announcements or postings, and any other appropriate  
327 methods of publicity so that the minimum required notice is fulfilled.
  - 328 d) At a Congregational Meeting, these names shall be placed in nomination. Other nominations  
329 from the floor are in order, provided those nominees have consented to serve, if elected, and  
330 that they are not members of Session or the Diaconate. Election shall be by a majority of the  
331 votes.
  - 332 e) Members of the CNC ordinarily serve two-year terms, or until replacements are elected.
- 333 2) Training of the Congregational Nominating Committee
- 334 a) The Administration Ministry Team will provide initial training (Handbook follows) and on-  
335 going support. Ideally, training will commence at the first meeting of the CNC.
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HANDBOOK FOR CHURCH NOMINATING COMMITTEES

Produced for Mission Presbytery by Frank Walmsley ©2007, 2014

[Adapted and edited for Three Chopt Presbyterian Church by Bill Brownfield, May, 2016]

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341 **1. IMPORTANCE**

342 It has been said that the Church Nominating Committee [CNC] is the most important committee in the  
343 church. This is because the committee, by means of deciding who is nominated, strongly affects the  
344 direction and energy of the church. Thus, it is not possible to underestimate the importance of the work  
345 of this committee. If the CNC is really balanced, there should be a variety of people selected to be  
346 nominated by the committee. But it is possible that the CNC may try to steer the choices to reflect their  
347 view of the church's future. That is, the persons chosen to be nominated for elder may be people known  
348 to be grounded in the status quo which might result in the church continuing along the same path. Or  
349 the opposite may be chosen in order to give new direction to the church. The ideal is for some of each  
350 so that true deliberations will take place. The same is true for experienced versus new elders. Those  
351 with experience will provide the background necessary for wise decisions.

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353 Because of this importance, the *Book of Order* specifies clearly that the membership of the CNC  
354 should represent the diversity of the congregation<sup>1</sup> and that the majority of the membership should not  
355 come from the ruling bodies (the Session and the Board of Deacons).

356

357 **2. ELECTION AND MEMBERSHIP OF THE COMMITTEE**

358 The CNC is a committee of the congregation, not a committee of the Session. It is elected by the  
359 congregation, except for representatives designated by the *Book of Order*, and reports to the  
360 congregation.

- 361 • The congregation is free to determine the makeup of the CNC. The Session must designate one  
362 of its serving members to serve on the CNC.
- 363 • The congregation elects persons to the CNC in sufficient number to make these persons a  
364 majority of the committee. None of these persons can be an active member of the Session. The  
365 pastor serves as an active member of the committee *ex officio* and without vote.

366 TCPC's CNC is chosen annually, generally at the Annual Meeting, with two classes, each with terms of  
367 two years. No one person may serve more than four years consecutively. That is, a person may serve no  
368 more than two consecutive two-year terms. The CNC work does not necessarily end with the annual  
369 election because vacancies may develop during the year or the congregation may need to elect a PNC.

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371 **3. COMMITTEE PROCEDURES**

372 **a. Confidentiality**

373 **The discussions held by the CNC must be considered confidential.** It is only in an  
374 atmosphere of trust that the committee can work effectively. This confidentiality should extend  
375 to who is being considered, how they meet the criteria for office, whether or not they were  
376 asked to be nominated, and whether or not they accepted.

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378 Anything less than this degree of confidentiality can breed bad feelings in the congregation and in  
379 persons being considered as well as distrust in the work of the committee.

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381 **b. Potential Planning Calendar**

382 **February / March**

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- Take time to get to know each other. Have everyone share a description of the best deacon/elder they have ever known. Make notes. You are hoping to nominate those kinds of people.
  - Have a half-hour Bible study using chapter 2 in this book. Read Exodus 18: 17-18, 22-33; Numbers 11: 10-12, 14-15; or Mark 6:30-44. Discuss some of the following three questions together:
    1. Why do you think God would choose to use humans in shared leadership?
    2. How would you compare what we look for in elders/deacons with what God asked Moses to look for in choosing leaders? (Num. 11:10-12, 14-15)
    3. What lessons about discipleship do you learn from the story of the feeding of the five thousand?
  - Consider having the group read a book together. A host of books are available on leadership in the church. I recommend Anthony B. Robinson's Transforming Congregational Culture.' Set aside some time at each meeting to discuss your readings.
  - Feed the group.
  - Always, at every meeting, pray for God's guidance together
  - attend the February or March Session and Deacons' meeting. Make notes of everything; notice details such as the number of women, number of men, age differences, and so on. Pay attention to the dynamics of the meeting. Who's in charge? How does the team work together? Who might the team need to improve it? Finally, ask the Session / Deacons to note who is rotating off this year. What are the needed attributes of persons for the new class?

406 **April**

407 Meet to compare notes on the meetings that the members attended in February and/or March.  
408 The group should start to see a vision for what and who are needed to serve. Make sure the  
409 clergy are present to hear these insights.

410 **May**

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- Verify how the number of positions to be filled; and which positions (leaders of critical ministry teams, committees, etc.)
  - Have an active elder and a deacon come to the meeting to share their perspectives of serving. It could be the clerk and the moderator of the deacons. Ask for the good, the bad, and the ugly. What kind of people do they think their teams need?
  - Ask the deacons and elders as a whole to generate a list of nominees at their May meetings.

419 **June**

420 Meet before a summer break to go over the list of nominees from prior year CNC work and  
421 names the elders and deacons provided in May. Make sure the nominating committee members  
422 add to this list with their own suggestions for nominees as well. Do this before you ask the  
423 congregation for names.

424 **July**

425 Plan this time as a month off, with no activities for the committee.  
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**August**

- In early August, solicit the congregation for nominee names.
- Ask each program staff person to put in names.
- Ask committee chairs for names.
- Ask the pastor(s) for names.
- Build the list and complete it by the end of the month. Meet to compile the names.

**September**

- Begin to build an A list, B list, and C list.
- Attempt to balance the diaconate and session with representatives of females, males, and age levels. Also pay attention to the various gifts that are needed.
- In this process, always consider the possibilities of those who would be newly ordained. Every class should include a percentage of new leadership. New blood helps the team and brings new life into the session and diaconate.

**October**

- Have members of the nominating committee see everyone on the A list. Spend this month recruiting, inviting persons into ministry leadership. Do not extend the invitation by phone.
- Explain the expectations to each nominee, even former officers, because those expectations may have changed since they last served.
- Pray with the nominees, right there on the spot. After all, leadership is a calling that involves some discernment. Members of the committee will be better prepared to help the nominees with this discernment as a result of having attended the deacon and session meetings, studied Scripture, engaged in prayer, and interviewed staff and officers. They will know what they are talking about and can therefore more effectively call the nominees to serve.

**November**

Some folk may decline the call, so the committee will need time for calling others. A decline is not failure. It could be providential! Finish before Thanksgiving so that the committee can meet and give thanks!

**December**

- If the congregation's annual meeting is in January, use December as a month to have a party and present the slate as a courtesy to the deacons and elders.
- Publicize the slate to the congregation with biographical information on each candidate.
- Prepare for the election.

**c. Duties/Characteristics of Church Officers**

The *Book of Order* has a list of characteristics for elders and for deacons. Each CNC member should review them at G-2.0104, G-2.02 and G-2.03 and in TCPC's Manual of Administrative Operations, the MAO, in section 01 The Session and in section 14 Deacon's Manual.

**For Elders:** "Elders should be persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. <sup>3</sup>

- equip and renew the people for their task within the church and for their mission in the world

- 475 • visit, comfort, and care for the people
- 476 • assist in worship
- 477 • cultivate their ability to teach the Bible
- 478 • strengthen and nurture the faith of the congregation
- 479 • encourage the people in worship and service of God

480

481 Since the Session is responsible for many duties in the church, elders should have some of those  
482 abilities to assist in carrying out those duties.

483

484 **For Deacons:** "Persons of spiritual character, honest repute, of exemplary lives, brotherly and  
485 sisterly love, sincere compassion, and sound judgment should be chosen for this office." The  
486 duties of deacons are listed.

- 487 • to minister to those who are in need, to the sick, to the friendless, and to any who may be in  
488 distress both within and beyond the community of faith.
- 489 • other duties as assigned by the Session

490

491 **d. Vacancies and Eligibility**

492 There will be vacancies in the regular rotation of classes (such as "the class of 2009"). There  
493 may be other vacancies due to resignations or deaths. Consult with the Clerk of Session or  
494 Administration Ministry Team chair to obtain this information.

495

496 Also, there are limitations on terms. At TCPC, elders and deacons are ordinarily elected to two-  
497 year terms. The *Book of Order* specifies a maximum of 6 consecutive years on the Session or  
498 on the Board of Deacons. The Clerk of Session should be able to determine who is not eligible  
499 for reason of term limits. Some congregations specify a maximum length of service as less than  
500 6 years, which is allowed by the *Book of Order*.

501

502 Committee members are eligible for nomination to office.

503

504 **e. Asking for Recommendations**

505 You may solicit suggestions from the congregation for the offices to be filled. This could be  
506 done by announcement at worship, through the worship bulletins, through the church newsletter,  
507 or by having a prepared suggestion form. Remember that you are asking for suggestions, not  
508 nominations. It is not required that suggestions be asked for but it may help the committee in its  
509 deliberations.

510

511 The congregation will feel a part of the process if they are asked, but it runs the risk of having  
512 someone complain, "I suggested Joe Jones. Why wasn't he nominated?" In such a case, there  
513 are two possible responses: one is to obfuscate, in order to maintain confidentiality – "We  
514 appreciate your input and the suggestions we received from many in the congregation. This  
515 church has many fine people and Joe is one of them. We recognize the contributions that so  
516 many people make to the ministry of this church both as officers, committee members, and  
517 outside the formal structure. Please continue to be involved and concerned about our church's  
518 ministry. Thank you again for all that you do." Then beat a hasty retreat. The other possible  
519 response is to be direct and say something like "We appreciate your input. However, we have

520 been instructed that committee discussions are to remain confidential. Sorry, but I can't say  
521 more than that." In any event, you should try to be prepared to answer questions such as that.

522

523 **f. Review Potential Nominees**

524 If you have Session and a Diaconate [Board of Deacons,] you will have two lists to work on.  
525 The qualifications for each type of office are different and those should be kept in mind as the  
526 list of potential nominees is drawn up. The Board of Deacons should not be considered a  
527 stepping stone to the Session since each requires different talents. Some people are  
528 multitalented and can effectively serve on either and for that reason people who have been  
529 Deacons should not automatically be rejected; similarly, those who have been Elders should not  
530 automatically be assumed qualified as a Deacon!

531

532 The number of nominees should equal the number of vacancies, unless your bylaws specify  
533 otherwise. The *Book of Order* is silent on this matter but some common sense should apply. If  
534 there are more nominees than vacancies, there may be some hurt feelings. *Robert's Rules of*  
535 *Order* is strongly against requiring two nominations for each vacancy. Also, by knowing who is  
536 likely to be elected the committee can tailor the slate to those who fill specific needs. TCPC  
537 follows the practice of one nominee by the CNC for each position to be filled. The CNC should  
538 first decide on a procedure to choose potential nominees. This should have enough structure to  
539 ensure that no one is overlooked but should be free-wheeling enough to allow for some  
540 flexibility. The initial list may be quite long. The CNC should consider the work and  
541 information of the prior CNC, assessing the responses from previously.

542

543 The committee members presumably have a good knowledge of the people of the congregation.  
544 The committee should begin to narrow the list based on their personal knowledge. When the  
545 list has been reduced in size, prioritize the list.

546

547 This portion of the procedure will take up the most time for the committee during its meetings.  
548 Don't forget to pray for God's guidance as you work on this list.

549

550 Do not make decisions for people. For example, don't say "She's too busy." Let the person decide  
551 unless that she/he has a history of saying yes to tasks and then not following through. The  
552 person may be willing and able to reprioritize his life.

553

554 Decide who is going to ask which potential nominee. Don't ask too many people at once or you  
555 may end with more nominees than vacancies. As people accept or reject the request, it may be  
556 necessary to reprioritize the list. Don't approach people before their names have been considered  
557 by the committee and approved by the committee as a potential nominee. If a person is asked  
558 "informally" before the committee has decided and that person is willing to serve, there may be  
559 hurt feelings if that person is not chosen.

560

561 **g. Procedure for Approaching Potential Nominees**

562 When asking a person whether or not they would be willing to be nominated to a church office:

- 563 • A personal, face-to-face "visit" by two CNC members is most powerful; call ahead to  
564 schedule a time at church, home, other space (coffee spot); **do not** extend "an ask" via  
565 electronic means (email or phone message)

- 566 • be clear what the office is and what the term of office is
- 567 • check to be sure the person knows what duties and time commitment the office requires,
- 568 including the officer training requirements
- 569 • be clear that the question being asked is "Would you be willing to be nominated and to
- 570 serve if elected?"
- 571 • give the person time to think and pray about the decision to answer God's call
- 572 • specify a deadline for a YES or NO response (one week should suffice)

573  
574 The potential nominee should be contacted personally. Most recommendations say to use a  
575 personal contact (face to face) rather than telephone, email, or whatever. If that is not possible,  
576 then the telephone is preferable to the other means since it allows for questions and answers.

#### 577 578 **4. ARRANGING THE CONGREGATIONAL MEETING**

579 When the slate of officers is complete, inform the Session and ask them to schedule a congregational  
580 meeting if the election is not to be at a meeting already scheduled. As a courtesy, give a copy of the  
581 report to Session.

582  
583 This report also informs Session that the committee report is complete and ready for the election to  
584 occur. The request to the Session is to schedule a meeting or to include the report in a meeting already  
585 scheduled; the actual report should not be part of the motion but could be included along with the  
586 motion as information since the committee is a committee of the congregation and answers only to the  
587 congregation.

588  
589 It is TCPC policy that the nominees, with biographies, be publicized to the congregation 2 weeks  
590 before the Congregational Meeting.

591 Ask the nominees to be present at the congregational meeting, if possible.

592  
593  
594 Check with the Clerk of Session to be sure that ballots will be ready in case there are nominations from  
595 the floor. The Clerk will need the list of nominees in order to prepare the ballots.

596  
597

598 **5. AT THE CONGREGATIONAL MEETING**

599 The committee report should be made by the moderator of the committee. If that is not possible, then  
600 the moderator of the committee should designate some other member of the committee to make the  
601 report. During the election, each slate of officers should be considered separately. That is, first the  
602 elders for the class of 2017, then the vacancy in the elder class of 2016, then the deacons in the class of  
603 2017, etc. The meeting should be run by the Moderator of the Session (i.e., the pastor, usually). The  
604 Moderator will call for the C's report, seek floor nominations, and conduct the election.

605  
606 *Moderator of the Meeting:* If there have been no additional nominations, the Moderator should ask for  
607 a motion to elect the slate by unanimous consent or by acclimation. Such a motion requires a second  
608 and a majority vote. Or, the Moderator may declare that the nominees are elected.

609  
610 If there are more nominees than vacancies, the Book of Order requires that the election be conducted  
611 by secret ballot. The Secretary of the Meeting (the Clerk of Session) provides the ballots and the  
612 Moderator of the Meeting appoints tellers to count the ballots. Members of the Nominating Committee  
613 should not count ballots in order to keep the process honest in the eyes of the congregation.

614  
615 This procedure is to be repeated (except the portion of asking if the congregation is ready to proceed)  
616 for any other slates.

617  
618 Book of Order references: F-1.0503; G-2.0401; G-2.0104; G-2.0301; G-3.02; G-2.0201; G-4.01;  
619 G-4.0101; G-2.0802; G-2.0404

- 620  
621 3) Duties of the Congregational Nominating Committee  
622 a) The CNC will gain knowledge of members' interests, talents and special gifts in order to  
623 determine how those talents may be best used in making the nominations and recommendations  
624 listed below.  
625 b) The CNC, with the Head of Staff as ex-officio member, shall follow the annual planning  
626 schedule for officer elections, including deacons and elders, developed by the Administration  
627 Ministry Team. The CNC shall utilize the Newsletter, Sunday bulletins, public announcements  
628 and postings and any other appropriate means to solicit recommendations from the  
629 congregation for prospective officers. In a similar manner the CNC, as needed and directed by  
630 Session, will nominate to the congregation a slate of members for a Search Committee for  
631 ordained staff.  
632 c) They shall complete their work so that public notice of a congregational meeting for the  
633 purpose of elections is given in accordance Congregational Policies. The CNC shall obtain  
634 summary information about each nominee for publication in advance of the election. The  
635 Annual Congregational Meeting shall be the ordinary time of election for each year's classes of  
636 elders and deacons. Other congregational meetings may be necessary to fill vacancies in either  
637 officer board that arise.  
638 d) The CNC, when authorized by the Session, shall nominate a slate of candidates for approval by  
639 the congregation whenever a Pastor or Associate Pastor Nominating Committee is needed. The  
640 Session shall offer guidance for the timing of the presentation of the nominees to the  
641 congregation and the basic composition of the committee, all of which shall be guided by the  
642 Book of Order requirements.  
643 e) The CNC will nominate members for other search committees, as needed.  
644 f) The CNC will be a proactive resource to recommend members for ministry team participation,  
645 based on their knowledge of members.

646  
647 Liaison To Board Of Deacons

- 648 1) The Session designated the Administrative Ministry Team to be their liaison to the Board of  
649 Deacons (Diaconate).  
650 2) Deacon Leadership  
651 a) The Session appoints the Moderator of the Board of Deacons, the Diaconate. As the Session's  
652 liaison with the Diaconate, the Administration MT is responsible for recommending to the  
653 Session a person for the office of Moderator. The individual may be a serving or non-serving  
654 Deacon or Elder.  
655 b) At least 90 days prior to new officer installation, the MT should begin discussion of individuals  
656 to be considered. Contact with currently serving and non-serving Deacons, the current  
657 Moderator, and the pastors for potential candidates is desirable. The MT determines the  
658 nominee and confirms the individual has agreed to serve if appointed. Approximately 45 days  
659 prior to the new officer installation, the MT recommends its nominee for Diaconate Moderator  
660 to the Session for their approval and appointment.  
661 c) As soon as practical following the Session's appointment of the incoming Moderator, the Chair  
662 of the MT, via electronic notification, advises all serving Deacons and Deacons-elect, of the  
663 Session's appointment.  
664 3) Annual Review



- 665 a) Recognizing changing needs, an annual review of the Diaconate responsibilities is appropriate.  
666 The review is not an evaluation, but a review of goals, objectives, accomplishments and  
667 possible improvements needed. This review is conducted by the Administration Ministry Team  
668 and members of the Diaconate. The review, conducted each January-March, will address  
669 Diaconate responsibilities as noted in the Book of Order. It will further review the work of the  
670 three Teams, the work of the Diaconate overall, including meetings, and leadership. It should  
671 note issues or concerns from the Deacons relative to better or more efficient services that may  
672 be addressed by the Session. It may review the officer election process. The review report  
673 may, after review and approval by the Administration MT, suggest to the Session proposed  
674 revisions or changes to the session for its approval.  
675

676 Financial Review Committee

- 677 1) Statement of Purpose: To provide annually for a full financial review of all books and records  
678 relating to TCPC finances to ensure proper stewardship of those finances received and to ensure  
679 the trust of all members in TCPC's financial management.
- 680 2) Membership
- 681 a) The Financial Review Committee, FRC, shall ordinarily be appointed each January by the  
682 Session. It shall be comprised of no less than three nor more than five persons, of which at  
683 least two shall be TCPC members. The Session shall appoint the chair of this committee. All  
684 members should have some experience with, and knowledge of financial and/or business or  
685 accounting matters. No members of the FRC shall be a current Finance Ministry Team  
686 member or a Trustee.
- 687 b) The Session shall always have the option to contract with a certified public accountant or  
688 accounting firm to conduct a financial review and audit, in lieu of appointing the FRC.
- 689 3) Specific Duties:
- 690 a) At the time of appointment by the Session, the FRC shall be advised that the annual review is  
691 to be completed and its written report to the Session shall be submitted before August 1 of that  
692 year.
- 693 b) The FRC is expected to follow, generally, the Presbytery of the James (POJ) "Financial Review  
694 Process" in completing its task (source:  
695 [http://presbyteryofthejames.org/Graphics/Financial%20Review%20Guide%20-](http://presbyteryofthejames.org/Graphics/Financial%20Review%20Guide%20-%20Complete.pdf)  
696 [%20Complete.pdf](http://presbyteryofthejames.org/Graphics/Financial%20Review%20Guide%20-%20Complete.pdf).) Before starting its work, the FRC shall secure the current version of that  
697 process from the Presbytery of the James. Should the FRC deem it necessary for any reason to  
698 deviate from the POJ process, they shall submit no later than April 1, their proposed alternative  
699 review process to the Session for its approval.
- 700 c) The custodians of the Church's financial books and records shall make available to the FRC all  
701 materials necessary to perform the financial review.  
702

703 Church Roll Review

- 704 1) The Book of Order guides and instructs the maintaining of the Membership Rolls:
- 705 a) G-3.02.01 c – (The session has the responsibility and power to) ...nurture the covenant  
706 community of disciples of Christ. This responsibility shall include receiving and dismissing  
707 members; reviewing the roll of active members at least annually and counseling with those who  
708 have neglected the responsibilities of membership...;
- 709 b) G-1.0401 thru G-1.0404 – (definitions of Baptized Member, Active Member, Affiliate Member  
710 and Other Participants)

- 711 c) G-3.0204 a – There shall be rolls of baptized, active and affiliate members in accordance with  
712 G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the  
713 congregation upon the member’s death, admission to membership in another congregation or  
714 presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the  
715 congregation when a member so requests, or has moved or otherwise ceased to participate  
716 actively in the work and worship of the congregation for a period of two years. The session  
717 shall seek to restore members to active participation and shall provide written notice before  
718 deleting names due to member inactivity.
- 719 2) This work is accomplished through two distinct activities. The first is performed by the Diaconate  
720 on a quarterly basis. Members who have not participated for an extended number of weeks are  
721 identified and Deacons perform follow-up actions. See the Deacon MAO section for details. The  
722 second is overseen by the Administration Ministry Team, which creates the membership Roll  
723 Review Committee, with specific inclusion of the Clerk who has responsibility for the Rolls. The  
724 Roll Review Committee, RRC, is a special-purpose sub-committee comprised of about five  
725 members, generally from the Administration Ministry Team. The RRC is dedicated to completing  
726 this work before Stewardship season to avoid conflicting intentions. The timeline is to finalize  
727 recommendations and review them with the Diaconate in the summer, then to take the final  
728 recommendations for approval by session no later than the September meeting.
- 729 3) The overarching intent is to keep members on the active roll so that they continue to receive  
730 contact and pastoral care, as long as that is their wish, even if temporary circumstances have not  
731 allowed active participation. TCPC has adopted this specific criteria for the Roll Review  
732 evaluation of young adults: If an adult under the age of 30 grew up in this church, or was  
733 Confirmed at TCPC, or was a vital and active member of the church as a youth, etc., then this  
734 person will not be deleted due to inactivity; rather special attention will be directed to reconnect  
735 with the person.
- 736 4) The RRC will review a list of Active Members who have not attended church in two years.  
737 Knowing that the Sunday Worship Friendship Pad is the main source of the attendance records and  
738 that not all members sign in, that list is “analyzed” by the RRC members, with additional  
739 comments and information sought from staff, the Financial Secretary, Sunday School (adult and  
740 children) rolls, Small Group attendance (e.g. Men's Breakfast, Bible Blazers, etc.) lists, Time and  
741 Talent surveys and Deacon contacts to determine whether any listed are known to be active, and  
742 thus excluded from further action. The RRC then coordinates a review by the Diaconate of all of  
743 these people to see what information is available now, without further action, from the Deacons.  
744 Between RRC meetings each member should make phone calls to secure additional information  
745 such as new addresses, updated personal status (such as marriage, graduation from college, joining  
746 another church), ages of young people, etc.
- 747 5) The RRC will then finalize recommendations for session action, which may include actions other  
748 than those listed to try to restore a person to active involvement, to provide proper pastoral care to  
749 those unable to attend, or to address other circumstances. Recommendations may include:
- 750 a) Special attention to any young adults meeting the specific criteria stated above in 3.10.C.  
751 b) Visit or contact by a pastor, deacon or other member with a strong connection.  
752 c) Send a letter encouraging re-involvement  
753 d) Assignment to a special Diaconate care list because of circumstances, age, medical issues, etc.  
754 (These actions are intended to try to restore the person to active involvement or to provide  
755 proper pastoral care to those unable to attend.)

- 756 e) Deletion from the Active Member Roll, with the option of becoming an Other Participant, aka  
757 “TCPC Friend” for continued communication and general involvement in our family of faith.  
758 6) The RRC shall provide recommendation list(s) to the Session for its review before the meeting  
759 when Session takes action.  
760 7) The RRC shall have a member attend the session meeting in order to respond to any questions. All  
761 session actions will be annotated or updated in the church database:  
762 a) If the action is to delete an Active Member from the Roll due to inactivity, a Letter of  
763 Notification must be sent.  
764 b) If one of the other actions is to be taken, make sure it is a specific responsibility of the  
765 Deacons, a pastor, the RRC, or other person.  
766

767 Inclement Weather / Emergency

- 768 **1) Promises Preschool maintains an independent policy for Weather / Emergency Conditions.**  
769 2) In the event of severe weather conditions, such as snow, sleet, ice, hurricane, severe storm or other  
770 extreme conditions, employees are expected to use good judgment in traveling to and from work,  
771 and when at work. The Head of Staff (or designee) should monitor weather / emergency  
772 conditions by whatever means are available, National Weather Service info, TV info, etc. TCPC  
773 will initially follow the lead of Henrico County Schools as to employee guidance. If Henrico  
774 County School employees are expected to report to work on time, employees of the church are  
775 expected to report to work. This also applies if Henrico County Schools close early and/or  
776 employees are dismissed because of dangerous conditions.  
777 3) Weekday Weather / Emergency:  
778 a) When a weather / emergency condition occurs at start-of-day, e.g. delayed start for Henrico  
779 County School employees, TCPC policy is to assess the situation by 10:00 am. The Head of  
780 Staff will determine when employees are to report later that day, if at all. In reaching that  
781 decision, the Head of Staff is encouraged to consult with other staff and the appropriate  
782 ministry teams/groups, e.g. Building & Grounds, Worship, and the Clerk of Session. Staff  
783 should expect to be contacted advising them of weather / emergency related decisions. The  
784 Head of Staff will maintain the method for staff contact.  
785 b) When a weather / emergency condition occurs at other times during the day, e.g. shelter in  
786 place alert, early dismissal for Henrico County School employees, the Head of Staff will follow  
787 a process similar to above in assessing the situation and informing staff.  
788 c) If the church closes or is closed, notification will be via eNews email. When the church  
789 building closes all meetings are also automatically cancelled.  
790 4) Weekend Weather / Emergency:  
791 a) During weekends, the Head of Staff will generally follow the same process as on weekdays.  
792 The Head of Staff will consult in the same way. If the decision is to close the church, the  
793 notification process detailed for weekdays will be followed. When the church building closes  
794 all meetings are also automatically cancelled.  
795 b) When the Sunday schedule is impacted, the Head of Staff will execute the same process as  
796 above, striving to get the word out early regarding the day’s schedule. Deacons should contact  
797 members who typically do not utilize electronic communications.  
798 c) Church members should be reminded of these procedures periodically, through the church  
799 bulletin, the eNews and newsletter.  
800 d) To reemphasize, when the church is closed under these circumstances, it is expected that no  
801 one will use the building. The church office is closed, all church meetings are cancelled, all

802 outside group meetings are cancelled – the building is closed! Any postponed meetings will be  
803 rescheduled as soon as possible in coordination with the church calendar and the organization  
804 affected.

805

806 Officer Retreat Guidelines

807 1) Retreat Subject or Content

808 The focus of a TCPC officer retreat may be educational in nature, which allows for teaching  
809 moments. It may also be a time for officers to focus their time on brainstorming or problem  
810 solving a particular issue or question. The Administration Ministry Team, working with the  
811 Pastor/Head of Staff and the Clerk of Session, has primary responsibility for planning officer  
812 retreats. Always invite serving elders to suggest the subject matter or specific focus or emphasis  
813 they wish for the retreat.

814 2) Facility

815 The preference is for the retreat to be “off-site” [not at TCPC]. The location should have enough  
816 parking. Meeting space will be flexible, so it can be configured as needed. Examples are seating  
817 allowing attendees to see and hear one another, space enough for breaking into smaller groups, and  
818 the ability to use preferred audio and visual equipment (AV). [TCPC should normally provide the  
819 A/V equipment.] The location should provide the ability to offer coffee, soft drinks, water, etc. It  
820 should provide space for lunch usually provided by an outside source. We do not need cooking  
821 ability.

822 3) Date/Time/Hours

823 a) Schedule retreats need at least six months in advance. Advise all officers of the date, and stress  
824 their holding that full day available and committing themselves to attend for the entire retreat.  
825 Team building and session/diaconate growth and learning is greatly reduced when officers are  
826 absent, or when officers leave early.

827 b) Several officers suggested a wish for an overnight retreat. These can be much more effective  
828 and result in developing much closer ties among officers. This can be difficult to get “buy-in”  
829 by some in today’s environment and family schedules. Further, several officers indicated their  
830 preference for a session only retreat and a joint retreat, rather than two joint retreats. This  
831 might be helpful to the session as it integrates its new members, if the spring retreat was solely  
832 for the session.

833 c) The suggested time for the retreat is a 9 AM beginning, with an adjournment of 4:00 to 4:30  
834 PM. Comments made are that if we expect the commitment and the day scheduled, it is most  
835 worthwhile to use as much time as possible. Several prefer the later 9 AM starting time. The  
836 “full-day” allows for team building, provision of the target material or program content, small  
837 groups, full group discussion and reasonable lunch break. The spring retreat includes a  
838 potentially large number of newly elected officers. Enough time to include these people and  
839 work at team building is a part of the retreat.

840 d) With that, the staff advises what the priority/focus/expected outcomes should be for a given  
841 retreat. Knowing that, the Administration MT should take the lead in deciding the suitable way  
842 to promote the day.

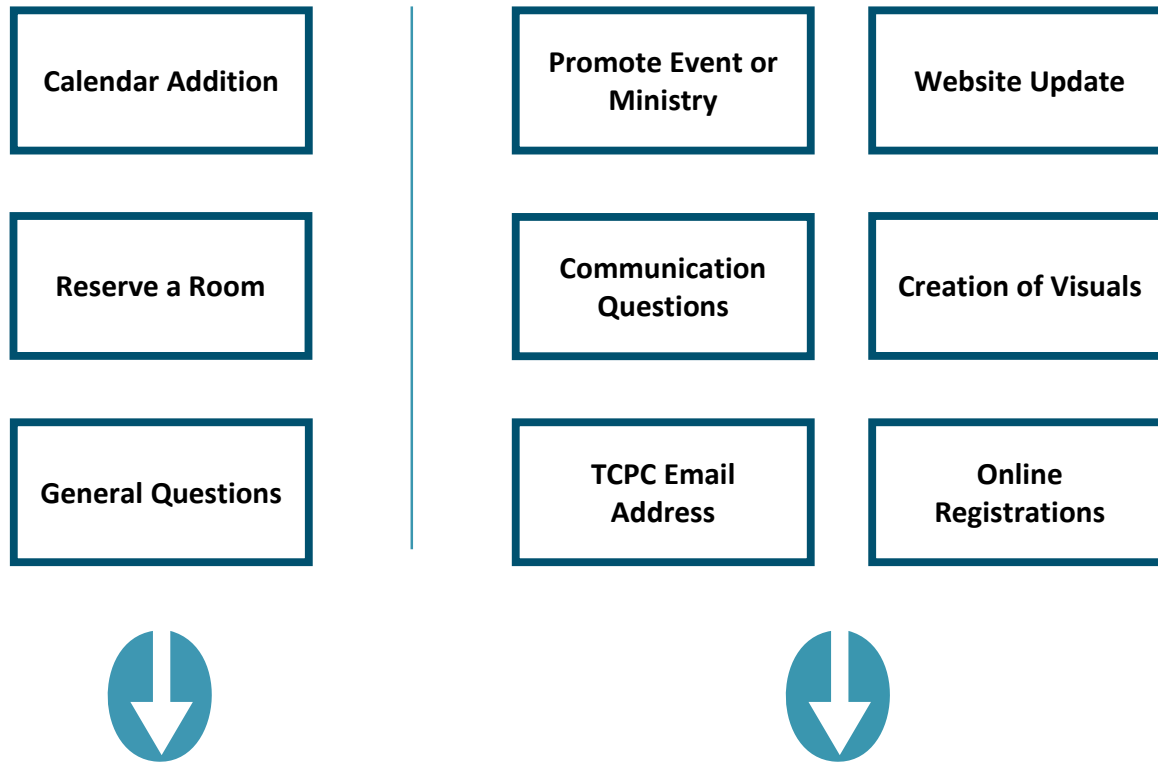
843 4) Logistics

844 a) Comments and evaluations suggest that officers have left retreats not feeling they gained new  
845 knowledge, new skills, and abilities that help them serve better in their roles. If TCPC is asking  
846 officers for their commitment to a full-day retreat, all involved in the planning must work to  
847 provide such an experience. Once the subject or focus of the retreat is decided, the goals and

- 848 objectives for the retreat must be stated and shared. This allows for an improved manner of  
849 measuring each officer's assessment of the retreat. Each participant should complete a written  
850 evaluation at the end of each officer retreat.
- 851 b) The pastor, staff and clerk may provide the retreat leadership. It may be suitable to invite other  
852 people to help with parts of it. The competency, energy, and dynamics of the presenter are as  
853 important as the content presented. There should be interaction within the group.  
854 Recommendations include life examples, theoretical questions, and role-playing. Leaders and  
855 trainers should be fully aware of the manner in which adults learn [see Eason's *Making*  
856 *Disciples, Making Leaders*, pages 30-31], and work to provide those forms of learning.
- 857 c) Officers leaving a retreat need to feel positive about their day, energized by the experience, and  
858 know their valued time was well-spent. All people sharing in the planning for and leading the  
859 retreat are responsible to see this is the result.  
860

861 Communications Guidelines

**WHAT DO YOU NEED TO COMMUNICATE?**



Administrative Assistant

Communications Specialist

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- 1) Why We Do What We Do: The goal of communications at TCPC is to clearly and effectively serve as the voice of the church; to connect individuals to the ministries within our walls and to our greater community.
- 2) Getting the Word Out: When it comes to promoting your event, we want to encourage you to think creatively about getting the word out. More than just relying on larger communication channels to generate all of the interest, think about how you can reach out to get others involved. Relational connections go farther than you think! When we connect with those around us, they care about the things we care about.
- 3) Promotion Request Form: please note, if you are filling out this form for an event, that event may need to be approved through the Building Use form and added to the church calendar before completing this form. (Form is on the TCPC web.)
  - a) NAME OF EVENT\* (What is the name of your event or ministry?)
  - b) DATE, TIME, LOCATION:\*
  - c) NAME/EMAIL/PHONE OF CONTACT OR MINISTRY TEAM HEAD:\*
  - d) WILL YOU BE SETTING UP A PAPER REGISTRATION/SIGN UP?\*
  - e) DO YOU HAVE QUESTIONS ABOUT AN ONLINE REGISTRATION/SIGN UP?\* Yes / No

- 881 f) DEADLINE FOR REGISTRATION (IF APPLICABLE) \*
- 882 g) WORDING OF ANNOUNCEMENT\* (Include details on what people can expect and the
- 883 purpose of the event or ministry.)
- 884 4) Additional Information
- 885 a) All announcements are subject to editing for length, clarity and consistency by the
- 886 Communications Specialist.
- 887 b) Deadlines: Your Promotion Request Form is needed two weeks before your promotion begins.
- 888 For updates to current announcements, changes are needed by the end of day Monday. Website
- 889 updates should be submitted two weeks before needed up on the site.
- 890 c) Other: For visuals, handouts or brochures, special presentations, and videos, please talk directly
- 891 to the Communications Specialist about your ideas. Based on capacity, design and priority, we
- 892 will let you know what is possible.
- 893 d) Registration Events: If you are promoting an event requiring a signup or registration, you are
- 894 responsible for providing the paper signup. If you prefer a digital signup form or have questions
- 895 about that possibility, please talk directly with the Communications Specialist.
- 896 5) Communications Priority Table

Priority Level	Criteria	Possible Channels
ONE	Major church-wide events or announcements that affect at least 80% of congregation	<ul style="list-style-type: none"> <li>• eNews 2-3 weeks</li> <li>• Paper Newsletter 2-3 weeks</li> <li>• Multiple Social Media Posts</li> <li>• Website: Homepage Feature, Ministry Page Feature, Calendar Event</li> <li>• Spoken Announcement(s)</li> <li>• Announcement Slide</li> <li>• Commons Monitors</li> <li>• Bulletin Board</li> </ul>
TWO	Key ministry events or announcements that reach a majority of that ministry's audience or more than one ministry	<ul style="list-style-type: none"> <li>• eNews 1-2 weeks</li> <li>• Paper Newsletter 1-2 weeks</li> <li>• Social Media Post</li> <li>• Website: Ministry Page Feature, Calendar Event</li> <li>• Possible Spoken Announcement</li> <li>• Announcement Slide</li> <li>• Bulletin Board</li> </ul>
THREE	Ministry events or announcements that do not reach a majority of the audience including but not limited to recurring ministry events, classes, etc.	<ul style="list-style-type: none"> <li>• Consideration for eNews</li> <li>• Paper Newsletter 1-2 weeks</li> <li>• Possible Social Media Post</li> <li>• Website; Ministry Page Feature, Calendar Event</li> <li>• Announcement Slide</li> <li>• Bulletin Board</li> </ul>

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898

899 6) Channels of Communication

900 Requests for promotion through all of the following communication channels can be submitted  
901 using the single Promotion Request Form. Please refer to the Communications Priority Table for  
902 what kinds of promotion you can expect from your submission. The Communications Specialist  
903 will utilize this Communications Priority Table and strategic discretion when deciding what  
904 channels are used for what ministries and events. The further descriptions below are meant to  
905 provide some information on how and why these channels are each used to reach the members,  
906 visitors, and community of Three Chopt Presbyterian.

907

908 **SOCIAL MEDIA**

909 The Communications Specialist maintains all of Three Chopt Presbyterian’s social media accounts,  
910 including but not limited to Facebook, Twitter, Instagram, etc. We have a basic schedule we follow  
911 for the types of posts we share each week. The goal with posting social media content is that it be  
912 applicable to a majority of the congregation. Below are some thoughts on our social media strategy  
913 that hopefully will help you understand our focus.

914

915 **SOCIAL MEDIA STRATEGY**

916 To fully leverage the power of social media, the content we post must be interactive. Good content  
917 leads to interaction, interaction leads to affinity, affinity to community. Three Chopt’s mission is to  
918 embrace, empower and equip one another to live as disciples in the body of Christ. We see building  
919 social media community as one part of accomplishing this mission. What is good social media  
920 content? We are confronted with thousands of marketing messages per day, so we want our content  
921 to stand out. We don’t want to oversaturate our audience, so the focus of our content should be  
922 things that apply to a majority of the church. There is still a place to use social media to broadcast  
923 information about events and ministries but this should be done strategically and in a way that  
924 creates interaction.

925

926 So, what is good content?

- 927 • Photos/Videos—Posts with photos/videos are more likely to be seen, liked/retweeted, and  
928 shared. This is also a great way to do visual storytelling.
- 929 • Graphics/Infographs—Many people are visual learners and graphics are great ways to  
930 graphically represent quotes, sermon content, and other information.

931

932 **CHURCH MINISTRY SOCIAL MEDIA ACCOUNTS**

933 No social media account should be opened in association with Three Chopt Presbyterian Church or  
934 its ministries without the Communications Specialist’s knowledge. Groups within the church may  
935 want to create a space on social media for sharing information particular to that group, however,  
936 Realm can fill that need in the majority of cases. If a group wants to create a social media group,  
937 please contact the Communications Specialist to think through the available options before they set  
938 up a social media presence.

939

940 **WEBSITE**

941 The official website for Three Chopt Presbyterian Church can be found at  
942 [www.threechoptchurch.org](http://www.threechoptchurch.org). This will be the primary source of detailed information about our  
943 church, its ministries, and events. Our website is designed so that the home page has content most  
944 applicable to a first-time visitor. Information about Sunday Worship, our mission statement,



945 sermons, and event highlights will be given space on the home page. Ministries are divided into  
946 Serve and Grow categories, with content about some specific ministries. Ministries are also  
947 included as individual events on the Events page, with individual landing pages for each. Ministries  
948 may request events and information be highlighted on their individual landing pages. If no specific  
949 requests are made, the Communications Specialist will use their discretion in deciding what to  
950 highlight.

951  
952 **WEEKLY ENEWS**

953 The Communications Specialist sends a weekly eNews each week on Thursday afternoons. This  
954 highlights church wide events and initiatives and a handful of notable upcoming events. For certain  
955 ministries, we understand there is a need to communicate information more frequently and to a  
956 more specific audience than what happens through the normal Communication channels. In these  
957 instances, ministries are permitted to use Realm to send out such emails to groups connected with  
958 their ministry. We would ask that you do this sparingly and strategically. Email sparingly so that  
959 your audience doesn't become over-saturated with repetitive emails. Email strategically,  
960 communicating the information that is absolutely necessary. If you are in doubt whether you  
961 should send an email article through the eNews (by filling out the Promotion Request Form) or  
962 Realm by yourself, please consult the Communications Specialist for guidance.

963  
964 **WEEKLY PAPER NEWSLETTER**

965 Our Sunday newsletter is distributed in all worship services with the exception of special  
966 occasions. It covers some of the same content as the weekly eNews, with an emphasis on reaching  
967 those who might not have access to email.

968  
969 **ANNOUNCEMENT SLIDES / COMMONS MONITORS**

970 Announcement slides will be displayed on screens in the Sanctuary before each worship service.  
971 Some slides are standard each week and some recurring ministries may have slides regularly in the  
972 rotation. From time to time slides will be cycled out and then returned after a few weeks' break.  
973 The monitors in the Commons area have a visitor focus, with information highlighting floor plans,  
974 Sunday morning information, and large upcoming church wide events.

975  
976 **REALM**

977 Realm is an online ministry tool designed for real time connection. It helps TCPC connect with you  
978 and you connect with us. Realm helps people connect at TCPC and keep in touch with the groups  
979 that matter to you. There is a mobile app available for both iPhone and Android devices. Online  
980 registrations can be created in Realm.

981  
982 **PRINTED MATERIALS**

983 This category includes but is not limited to flyers, brochures, and mailings. The website is the best  
984 source for dispensing information because it can be easily updated, there's more room to put all of  
985 the necessary information, and links for sign-ups and other information are easily embedded.  
986 However, we know it is sometimes nice to have something to put into a person's hand when you're  
987 telling them about an event or a ministry. The Communications Specialist will produce all material  
988 to be distributed to the whole congregation or to all of a major ministry (e.g. all women, all men,  
989 all adults, all families, all youth). For paper materials with a smaller audience, leaders of that

990 particular ministry are responsible for creation and distribution. The Communications Specialist is  
991 available for consultation.

992

993 **SPOKEN ANNOUNCEMENTS / MOMENTS FOR MISSION**

994 Spoken announcements are very limited. We aim to have one—no more than two or three—on a  
995 given Sunday. These must be requested in advance and will be considered for events that reach a  
996 majority of the church body. The selection of spoken announcements is a collaboration between the  
997 Pastor and Communications Specialist.

998

999 **SIGNS & BANNERS**

1000 Any permanent interior or exterior signage must be requested through and approved by the  
1001 Buildings & Grounds Ministry Team, with consultation from the Communications Specialist. The  
1002 Communications Specialist can provide suggestions and, on a case by case basis, will design  
1003 temporary banners and signs. Printing cost will be charged to the ministry requesting them.

1004

1005 **VIDEOS**

1006 Worship service videos will be limited to storytelling videos or promotional videos for Priority One  
1007 events and announcements (see Communications Priority Table) at the discretion of the  
1008 Communications Specialist and Pastor. Videos can be posted on the Three Chopt Presbyterian  
1009 website or shared on Three Chopt Presbyterian's social media according to the priority schedule.

1010

1011 **BULLETIN BOARD**

1012 The purpose of the bulletin board is to provide a dedicated space for paper sign ups, affiliated  
1013 community events and other TCPC ministry announcements. You are responsible for posting and  
1014 removing your announcement from the bulletin board in a timely manner before and at the  
1015 conclusion of your event. Sign-ups may be posted for a maximum of six weeks before an event.

1016

1017 Record Retention Schedule

1018 Ministry Teams will reference this Records Retention Schedule to determine the appropriate period for  
1019 retaining church records.

1020	7 years	Accident reports and claims (settled cases)	1045 1046	Permanent	Insurance records, current accident reports, claims, policies, etc.
1022	Permanent	Annual reports to congregation	1047	7 yrs	Inventories of materials and supplies
1023	Permanent	Audit reports of accountants	1048	7 yrs	Invoices from vendors
1024	3 yrs	Bank reconciliations	1049	Permanent	Journals
1025	Permanent	Cash books	1050	Permanent	Membership records
1026	Permanent	Charts of accounts	1051	Permanent	Minute books including by-laws and charter
1027	7 yrs	Checks	1052		
1028	7 yrs	Contracts and leases (expired)	1053	7 yrs	Payroll records and summaries
1029	Permanent	Contracts and leases in effect	1054	3 yrs	Petty cash vouchers
1030	1 yr	Correspondence (routine) with vendors	1055	Permanent	Presbytery reports
1031	3 yrs	Correspondence (general)	1056	Permanent	Property appraisals by outside appraisers
1032	Permanent	Correspondence (legal and important matters only)	1057 1058	Permanent	Property records-including costs, depreciation reserves, end-of-year trial balances, blueprints and plans
1034	Permanent	Deeds, mortgages, and bills of sale	1059		
1035	3 yrs	Duplicate deposit slips and count sheets	1060	1 yr	Receiving reports
1036	3 yrs	Employee personnel records (after termination)	1061	Permanent	Special project reports
1037			1062	7 yrs	Stock and bond certificates (canceled)
1038	3 yrs	Employee applications	1063	7 yrs	Subsidiary ledgers
1039	7 yrs	Financial secretary contribution records	1064	Permanent	Task Force reports
1040	Permanent	Financial statements (end-of-year, other months optional)	1065 1066	Permanent	Tax returns and worksheets
1042	Permanent	General Ledgers (and end-of-year trial balances)	1067	7 yrs	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel, entertainment and other expenses
1044	3 yrs	Insurance policies (expired)	1069 1070		

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