



C.N. JENKINS MEMORIAL PRESBYTERIAN CHURCH POLICY MANUAL

Mission Statement: With a Christ-centered focus on nurturing and uplifting the universal community of God through faith and love, we will provide spiritual opportunities and tools for all people through our ministries.

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**C. N. Jenkins Memorial Presbyterian Church
Rev. Dr. Jerry L. Cannon, Senior Pastor
Mrs. Joyce Bolton, Clerk of Session
1421 Statesville Avenue, Charlotte, NC 28206
704 332-9137 * 704 332-3242(fax) * www.cnjenkins.org**

Editorial Notes

References are provided throughout this manual to the *Book of Order*, Part II, 2011/2013 of the Presbyterian Church of the U.S.A. (PCUSA). In-text citations that appear in brackets [G-2.02] are direct quotes from the *Book of Order*. Citations that appear in parentheses refer the reader to the appropriate place in the *Book of Order* for the information provided, but the statements which appear are not direct quotes.

The *Book of Order* referenced here is available online at the website for our national church (PCUSA).

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MEMBERSHIP IN C. N. JENKINS MEMORIAL PRESBYTERIAN CHURCH

There are responsibilities and privileges associated with membership in this body of Christ, C. N. Jenkins Memorial Presbyterian Church, as is true with other such bodies. All members of the body are important and needed as all are called to contribute to the overall well-being and success of the body. Faithful membership in C. N. Jenkins involves members' responsible involvement in the ministry of Christ's Church. That involvement includes the following responsibilities as outlined in [G-1.0304] of the *Book of Order*:

- proclaiming the good news in word and deed,
- taking part in the common life and worship of a congregation,
- lifting one another up in prayer, mutual concern, and active support,
- studying Scripture and the issues of Christian faith and life,
- supporting the ministry of the church through the giving of money, time, and talents,
- demonstrating a new quality of life within and through the church,
- responding to God's activity in the world through service to others,
- living responsibly in the personal, family, vocational, political, cultural, and social relationships of life,
- working in the world for peace, justice, freedom, and human fulfillment,
- participating in the governing responsibilities of the Church, and
- reviewing and evaluating regularly the integrity of one's membership, and considering ways in which one's participation in the worship and service of the church may be increased and made more meaningful.

Categories of Membership in C.N. Jenkins Memorial Presbyterian Church

C. N. Jenkins, consistent with the PCUSA, recognizes the following three categories of membership:

Baptized Member [G-1.0401]

"...a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord's Supper."

Active Member [G-1.0402]

"...a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration,

recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session shall have responsibility for preparing those who would become active members of the congregation.”

Affiliate Member (G-1.0403)

“...a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.”

Entry into Membership

C. N. Jenkins welcomes all persons who profess their faith in the triune God. Persons wishing to become active members of C. N. Jenkins may do so in either of the following three ways as applicable to them:

- a. Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
- b. Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
- c. Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith” [G-1.0303].

Once the person wishing membership in C.N. Jenkins has met one of the three conditions for membership entry cited above, he or she will complete the membership intake process approved by Session before receiving the Right Hand of Fellowship during a regular Sunday worship service. The membership intake process as of January 2013 consists of the completion of an initial New Member Orientation Session, along with two additional membership preparation classes.

The intake process is designed to prepare new members with the information and support needed to carry out the ministry of members (G-1.0304). Modifications to the intake process occur periodically in response to reviews conducted by Session, consistent with Session’s “...responsibility for preparing those who would become active members of the congregation” [G1.0402]. Intake sessions are offered on a regular basis throughout the year, and class schedules made available.

Membership Roll (3.0204a)

The membership rolls (baptized, active, affiliate) of C. N. Jenkins Memorial Presbyterian Church are maintained by the Clerk of Session on behalf of the Session and utilized in determining church membership status when needed.

The Session will delete names from the active roll of the congregation upon notification of that member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The Session will delete names from the active roll of C.N. Jenkins when the member so requests, or when the member moves or otherwise ceases to participate actively in the work of the congregation for a period of two years. Members who do not actively participate in church ministries and/or contribute financially to the church's budget for a period of two years will not be considered "members in good standing", and thus will not be eligible for member rates for church facility rentals, etc. Members on the church's sick and shut-in list are EXEMPT from this requirement for maintaining membership in good standing.

The Session will seek to restore members to active participation before deleting the name of the member from the roll. A minimum of two attempts will be made by the designated Session member to contact the inactive member, using the address or other contact information available in church records, before written notification is sent to the member informing them of roll removal.

CHURCH OFFICERS-RESPONSIBILITIES AND TRAINING

Elected officers of C.N. Jenkins Memorial Presbyterian Church are Elder, Deacon, Trustee, and Nominating Committee Member. Elections for each office are held *annually* for the following calendar year. For those offices where the term is longer than one year (Elder, Deacon, Trustee), only the vacancies on that Board are filled through the yearly electoral process. ALL active members of the congregation are eligible for election to any office. There are no restrictions related to spouses or other related individuals serving on the same elected body at the same time or age, as long as other requirements are met. As per F-1.0403, C. N. Jenkins is committed to ensuring that the diversity represented in its membership is reflected in the church's decision-making processes, as well as in the church's employment processes.

The Session reviews the implementation of its commitment to ensuring the diversity of congregational representation in decision-making as part of its charge to the Nominating Committee each year, as well as in its yearly review of the report of officer nominees received from that group (G-3.0103).

Church Officer Responsibilities

Elders (G-2.0301)

C.N. Jenkins currently has a board of twelve Elders, each of whom normally serves a term of three years. Elders are ordained and installed prior to service.

Elected by members of the congregation, C. N. Jenkins Elders are chosen "...to discern and measure its [the congregation's] fidelity to the Word of God , and to strengthen and

nurture its faith and life. Ruling elders, together with teaching elders [pastors], exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as teaching elders, and they are eligible for any office” [G-2.0301].

- Session (G-3.0201) - A council for the congregation, the Session is composed of active ruling elders, who serve together with all installed pastors and associate pastors. The pastor serves as the moderator of Session, and the Session does not meet without the pastor or an assigned moderator. The Session is responsible for, and empowered to “a) provide that the Word of God may be truly preached and heard, ... b) provide that the Sacraments may be rightly administered and received, ... and c) nurture the covenant community of disciples of Christ” [G-3.0201].

The Session authorizes Baptisms of both infants and unbaptized adults (G-3.0201b). Programs in preparation for both types of Baptisms are provided by the pastor. Celebration of the Lord’s Supper occurs on the 1st Sunday of each month as authorized by the Session. Special additional celebrations of the Lord’s Supper are occasionally authorized by the Session as well.

Regarding corporate and financial responsibilities, the Session obtains property and liability insurance coverage for church facilities, programs, staff, and elected and appointed officers (G-3.0112). The Session is responsible also for preparing and adopting a budget for the church, and for insuring that there is a full financial review of all financial books and records yearly by either a committee of members with appropriate accounting expertise, or by a public accountant (G-3.0113). “Those in charge of various congregational funds shall report at least annually to the Session and more often as requested” [G-3.0205].

The Session insures that C.N. Jenkins is fully participating in the life of the whole church through work in other councils of the church, such as the Presbytery of Charlotte (G-3.0202). The Session selects commissioners to the presbytery from ruling elders in the congregation each year, and receives reports from those commissioners regarding presbytery actions. The Session is responsible for insuring that “...guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions are observed and carried out...” [G-3.0202c]. The Session remains responsible as well for submitting to both the Presbytery of Charlotte and the General Assembly requested statistical and other information, as well as financial support for the mission of the larger church.

Deacons (G-2.0201 and G-2.0202)

The Board of Deacons of C. N. Jenkins Memorial Presbyterian Church currently consists of twelve active members during any year, each of whom normally serves a term of three years. Deacons are ordained and installed prior to service.

“The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, of anyone in distress” [G-2.0201]. The Deacon Board of C. N. Jenkins acts out this charge by assuming responsibility for the congregation’s Ministry of Kindness processes. The Board authorizes a monetary gift per member family on the occasion of the Death of a family member (spouse, child, brother, sister, parent); births to a congregational member; and illness of a congregational member where there is a hospital stay of three (3) or more days. Board members visit sick and shut in members, and bereaved members, send monthly cards to shut in members, and are available at the church on Wednesday evenings to Minister to the needy. There is a Deacon on Duty each Sunday to provide ministry of kindness services to congregation members and community residents.

Other responsibilities of Deacons at C. N. Jenkins as determined by the Session include leading the people in worship through prayers of intercession, reading Scriptures, presenting the gifts of the people, collecting and preparing offerings for deposit, and assisting with the Lord’s Supper.

Trustees (G-4.0101)

Trustees of C. N. Jenkins Memorial Presbyterian Church are empowered “...to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the...” [G-4.0101] session. The Board of Trustees ordinarily consists of nine active members during any year, each of whom normally serves a term of three years as do both Elders and Deacons. Trustees are not ordained, but are officially installed prior to active service.

The Trustees of C.N. Jenkins Memorial Presbyterian Church have been delegated the following specific responsibilities by the Session of C.N. Jenkins:

- Trustees shall manage and oversee the maintenance of all real property belonging to CN Jenkins. This shall include any structures or items permanently attached to the structure on said property as well as those items identified and noted (i.e. outside storage building). This will also be inclusive of the church grounds and parking lots.
- The Trustees shall oversee the maintenance of the church van, church alarm system, telephone system, piano, organ, TVs, video equipment etc. The Trustees are responsible for maintaining and keeping copies of any existing contracts, warranties and contact numbers in a filing system. Such items should be made available if needed.

- Trustees should have an established inventory of all Church property. These items should be listed and accounted for by serial number, locations and use in the church. Property without serial numbers such as chairs, tables should also be listed as inventory. Items such as silverware, kitchen utensils, or other items with a value of less than \$50.00 are not asked to be placed in inventory. A paper copy should be filed in the church office as well as an electronic copy in the system. A copy should also be provided for the Clerk of Session and reviewed by the Church Session and the Pastor respectively.
- The inventory should be updated as new equipment arrives. Trustees shall complete at the minimum quarterly inventory checks and file the updated report by date. Approximate values of merchandise should be listed if possible.
- Trustees shall oversee the opening and closing of the church. This may be done by prearrangement through the gatekeeper, however the opening and closing of the church is still the responsibility of the trustees. This includes opening and closing for Worship, meetings, special events, and approved contracts for use of the building by outside groups.
- The trustees are responsible for maintaining a check list of action items for the church.
- The trustees are responsible for the oversight and maintenance of vending machines located on church property.

Nominating Committee (G-2.0401)

The Nominating Committee is elected each year during the congregation's *annual* electoral process. This committee is responsible for preparing the slate of officers brought to the congregation at its *annual* meeting per the guidelines for these officers and the accompanying process found in the denomination's *Book of Order*. The Nominating Committee's membership must be representative of the membership of C.N. Jenkins, and in the conduct of its responsibilities is charged to ensure that the slate presented expresses the diversity of the church's membership. The Nominating Committee is made up of the following representatives from the C. N. Jenkins congregation:

- At least two elders designated by the Session, one of whom is currently on the Session and who will serve as committee chairperson
- At least one member from the Deacon Board as designated by that body
- At least one member from the Trustee Board as designated by that body
- Five members from and elected by the congregation who are not active members either of the Session or the Deacon Board-
- The Pastor is an ex-officio member of the committee without vote (G-2.0401).

No individual committee member shall serve on the committee for more than *three* consecutive years, without at least one year of non-service on the Nominating Committee.

Officer Election Process/Annual Congregation Meeting (G-1.0501)

The annual congregational meeting of C. N. Jenkins Memorial Presbyterian Church occurs ordinarily in September of each year. At this meeting, congregation members receive the slate of officers for the following year from the Nominating Committee,

although additional items may be considered as well when appropriate. Additional nominations may be received from the floor when offered by any active member of the congregation. For the conduct of business at this or other meetings of the congregation, a quorum must be established. The quorum required for the conduct of business at this and all other meetings of the C. N. Jenkins congregation is the moderator, the secretary, and 10% of the average worshipping congregation.

If there are no nominations from the floor for the class of officers presented on the written slate presented, the Moderator can proceed with the election of persons on the slate. However, when nominations are made from the floor, the election will be held the following Sunday using written ballots available after each of the scheduled worship services.

Officer Training (G-2.0402)

The Session of C. N. Jenkins Memorial Presbyterian Church is responsible for providing officer training for newly elected elders and deacons according to G-2.0402. However, C. N. Jenkins also requires officer training for its elected trustees and Nominating Committee members as they prepare for active service in the elected office to which they have been called.

Officer training is an important precursor to effective service, and thus is an essential requirement for active service. No individual, though elected by the congregation, will be able to serve actively on the elected board until the completion of the officer preparation process, including examination by the Session (G-2.0104b). Only when a newly elected person has completed officers' training within the last twelve (12) months of their election date, is he/she exempt from attending officer training for their class.

Newly elected officers and Nominating Committee members will be notified of the Officer Training class dates and times in a timely manner after their election. Classes will be scheduled to allow completion of training prior to January of the following year when newly elected officers are to begin their term of office.