

# WOODLAND PRESBYTERIAN CHURCH

## Administrative Manual

**Woodland Presbyterian Church was started in 1858 in East Nashville. It is a part of the Presbyterian Church (U.S.A.) and is a member of the Presbytery of Middle Tennessee. After a fire which destroyed the second building in 1906, Woodland began rebuilding in 1907 on the corner of North 11<sup>th</sup> Avenue and Gartland, where Main Street becomes Gallatin Avenue. The first worship service in the new building was held on November 10, 1908.**

### **Section I: Purpose**

This Administrative Manual is an evolving collection of information and policies necessary for the effective functioning of the church. It is designed to help Woodland Presbyterian Church, it's leadership and Session by informing and guiding the work and the Mission of the church as witness to the love of God in East Nashville. (G-3.0106) This manual is subordinate to the denomination's *Book of Order* and should be used as a supplement to address the specifics of the mission and ministry of the church. (F-1.0403, G-1.0302, G-3.0102)

=

### **Section 2: Vision**

*Woodland Presbyterian Church is an open, inclusive community of faith that welcomes all into the life and leadership of the church regardless of ethnicity, social status, sexual orientation, or gender identity.*

Woodland embraces and strives to live into the admonitions found in the Bible in Galatian 3:27-29 and in the *Book of Order* that says, "As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek, there is no longer slave or free, there is no longer male or female; for all of you are one in Christ Jesus. And if you belong to Christ, then you are Abraham's offspring, heirs according to the promise." The *Book of Order* further states, "The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism, regardless of race, ethnicity, age, sex, disability, geography, or theological conviction...." (F-1.0403). Woodland affirms and works to live by this mandate.

### **Section 3: Values**

The vision and mandate stated above is reflected in the values that Woodland cherishes:

- **Progressive Inclusivity:** We are a progressive community of faith, open to new ways of being church. We are seeking to welcome all as we have been welcomed by God, without judgment.
- **Curious Creativity:** We welcome and encourage questions and critical thinking as essential to the authentic Christian life. We embrace intentional risk-taking, being open to change and being changed, valuing new expressions of worship, witness, and life together.
- **Spiritual Grounding:** We share in creating spaces in which we can be intentionally mindful and attentive to the presence of God in all its varied forms, inviting us to be courageous in pursuing justice, grounded in faith, and kind in all our deliberations.

- **Every Generation:** We are at our best when every generation is present, honored, and serving side by side. At the same time, we deliberately invest in fun, safe, and transformational spaces and initiatives for the next generation.
- **Community Focus:** We continue to exist not only for ourselves, but to bring good to places of need in our community and our world, seeking to console and to be consoled, to understand and to be understood, to love and be loved.

#### **Section 4: Worship**

Woodland Presbyterian Church has formal worship on Sunday mornings at 11:00 a.m. until 12:00 p.m. in the sanctuary. Worship is traditional in style and progressive in content. The Session recognizes its responsibility to “(p)rovide that the Word of God may be truly preached and heard,...(p)rovide that the Sacraments may be rightly administered and received,...and (n)nurture a covenant community of disciples of Christ...” (G-3.01) Typically, a time of study occurs at 9:45 each Sunday. The topics vary from season to season.

#### **Section 5: Congregational Meetings**

Congregational Meetings are held in accordance with G-1.05 of the *Book of Order*. A quorum is twenty-five percent of the membership of the congregation. Notice must be given for at least one week prior to the meeting with both an announcement in worship and in the newsletter.

#### **Section 6: Membership**

Persons can enter into active membership in the church through public profession of faith, transfer of membership, or reaffirmation of faith by first meeting with the Session for examination and vote. They are then introduced to the congregation at worship. Recognizing that baptism is the visible sign of God’s call to faith and membership and is an entrance into membership, for those who have not previously been baptized, a baptismal service is planned and baptism is administered by a minister of the word and sacraments (G-1.03). Woodland welcomes and includes in worship and in the life of the church individuals that do not want to formally join embracing the Book of Order’s statement that “(t)he Gospel leads members to extend the fellowship of Christ to all person.” (G1.0302, G-1.0404) The Session, through the Clerk of Session, maintains accurate Membership and Baptismal Rolls as instructed by the Book of Order. (G-3.0204a)

#### **Section 7: Leadership**

Currently, the church is without an installed pastor. Its Session is composed of six members of the church, elected by the congregation to serve a three-year term in three classes. Each class of elders have two members. Elders are eligible to serve a second term if re-elected by the congregation. After a person has served two terms, either in whole (six years) or partial, they are ineligible to serve for a period of one year. (G-2.04) A quorum for the Session is the Moderator and 51% of the elected Session members. (G-3.0203)

Woodland Presbyterian Church is incorporated in the State of Tennessee. Its officers are elected every three years. A member of the church serves as the President of the corporation. The Clerk of Session serves as the Secretary, and the Treasurer serves as the Treasurer of the Corporation. (G-4.01)

The responsibilities of the **Clerk of Session** include taking and maintaining the minutes of the Session and of any Congregational Meetings, filing the annual report with the state and with the denomination, maintaining the rolls, and managing the correspondence of the Session. (G-3.0104, G-3.0107, G-3.0204)

The responsibilities of the **Treasurer** include ensuring both confidentiality of giving and transparency in spending. More specifically, the Treasurer is chair of the Finance Committee and is responsible for proposing a budget for Session's approval, ensuring the accurate accounting of gifts and congregational funds to the church, and ensure payment of bills and benevolences. (G-3.0205) The Treasurer shall submit an accounting of the congregational funds to the Session monthly with a comparison of spending to the approved budget. (G-3.0113)

The Session ordinarily meets the second Sunday of the month after worship. There is a standing exception in May when the second Sunday would conflict with Mother's Day. At the January meeting, the dates are reviewed to ensure that they do not conflict with other events that are occurring. If there is a conflict, an alternate date is agreed upon. Special called meetings happen when needed primarily to receive members into the fellowship of the church. Those usually occur at 9:45 a.m. on Sunday morning. Special meetings are called in accordance with G-3.0203 in the *Book of Order*.

Voting by Email: The Session strives to avoid voting by email since it believes that discussion and debate are integral parts of discernment and decision-making. However, occasions do arise that require an email vote usually necessitated by emergency or time constraints. Requests for email votes must be submitted by a session member to the moderator who will send out the email explaining what is to be voted on and why it necessitates a vote by email. All session members must approve the motion; otherwise, a decision is made to have a called meeting or to postpone a vote until the next stated meeting. When voting by email, session members should "Reply All" so everyone can see each other's vote and should refrain from discussions by email.

### **Section 8: Committees of the Congregation**

Per the Book of Order, the congregation elects only two committees other than the Session: a Congregational Nominating Committee, and when appropriate, a Pastor Nominating Committee.

**Congregational Nominating Committee:** Woodland Presbyterian Church has a standing Nominating Committee that serves for one year. Their responsibilities are to nominate elders and to nominate a Nominating Committee for the next year. This committee is made of up three members of the church, one of which must be an active elder serving on session. The usual procedure is for them to meet in the fall to consider possible candidates for membership to Session, being guided by the Book of Order as to qualifications and the needs of the church in its expression of mission and ministry. Once candidates have been identified and have agreed to serve, if elected, their names are taken to Session and then to the congregation for a vote. During the Congregational Meeting, the floor is open for other nominations. The Session is responsible for training, examination, and approval of the new members. The session then sets a date during worship for their ordination/installation. (G-2.0402, G-2.0403, G-3.0111)

The current Nominating Committee also nominates members to serve on the Nominating Committee for the up-coming year. Those names are also voted on by the congregation with the opportunity for the members to make nominations from the floor. (G-2.0401)

**Pastor Nominating Committee:** When appropriate, the Session shall call a Congregational Meeting to elect a Pastor Nomination Committee of at least five members of the congregation. The Session shall propose a list of candidates to serve on the committee ensuring representation of the entire congregation. Other nominations may come from the floor. The members shall elect the Pastor Nominating Committee to nominate a pastor for election by the congregation. ((G-2.08, G-2.0504)

### **Section 9: Committees of Session**

Each Session member sits on at least one committee or is the Clerk of Session. Committees may be chaired by the Session member or by a member of the congregation with a special interest or expertise in the work of the committee. The Session considers each year the composition and purposes of its committees and makes adjustments as needed. Currently, the Session has the following committees:

**Worship & Program** – Primary responsibility is for ensuring worship that is in keeping with the Directory for Worship. Specifically, it shall “provide that the Word of God (is) truly preached and heard...” and “that the Sacraments (are) rightly administered and received...” (G-3.02a & b, W-2.0303, W-2.0305) Their responsibilities include the following:

- Propose a calendar in January to Session for approval that includes worship, dates for communion, and special events (W-2.0303)
- Propose education opportunities
- Ensure session approval for all visiting preachers and baptisms (W-3.0403)
- Ensure that anyone preaching who is not a Teaching Elder in the Presbyterian Church (U.S.A.) or who has not received an appropriate seminary training to understand the theology or the reformed tradition of the Presbyterian Church (U.S.A.) have adequate supervision of their sermons (G-3.0201a)
- Ensure session approval for communion and session representation in assisting communion (W-3.0410)
- Schedule communion for home bound members (W-3.0414)
- Ensure participation in the four Special Offerings proposed by the Presbyterian Mission Agency
- Hire and coordinate of the work of the music director, musicians, individuals teaching and working in the nursery and with children
- Manage budget allocations for Worship & Program

**Community & Service** – Primary responsibility is to provide opportunities for fellowship and service to “nurture the covenant community of disciples of Christ” (G-3.02c) and recognize that the Church was sent “to care for the needs of the sick, poor, and lonely; to free people from sin, suffering, and oppression; and to establish Christ’s just, loving, and peaceable rule in the world.” (F-1.0302d) Their responsibilities including the following:

- Propose and coordinate areas of service that are available for the congregation to participate in, including Saturday Night Suppers and Room in the Inn
- Work with Ministry Architects in nurturing and developing the individuals in Nashville Hub
- Work with neighborhood groups to ensure community involvement
- Coordinate joint fellowship, worship and service opportunities with Eastminister Presbyterian Church
- Manage budget allocations for Community & Service

**Finance** – Primary responsibility is the stewardship of the assets of the church in accordance with G-3.0113 and G-3.0205, including the following:

- Prepare a proposed budget in the fall for stewardship and a final budget in January for session approval
- Track expenditures against budget each month and present financial statements, including all designated and special offerings, at all regularly scheduled session meetings
- Ensure that all offerings are counted by two people
- Maintain records of yearly giving and communicate with contributors appropriately
- Ensure that the church has adequate property and liability insurance (G-3.0112)
- Ensure that leases with outside organizations are executed and enforced
- Identify and calendar special denominational offerings
- Manage budget allocations for Finance

**Facilities** – Primary responsibility is the “managing the physical property of the congregation” (G-3.0201c), including the following:

- Coordinate the management of the buildings and grounds, including the contracts for cleaning, lawn service, gutter cleaning, etc.
- Prioritize repairs and maintenance
- Responsible for safety inspections and actions as required by insurance
- Manage budget allocations for Facilities

**Stewardship** – Responsible for the annual Stewardship Campaign to fund the operating budget as well as special Capital Improvement Campaigns.

**El Jardin Taskforce** – Responsible for maintaining a positive working relationship between El Jardin and the Session and for any leadership programmatic decisions that are required. A member of the taskforce shall also serve on the board of El Jardin.

**Sex Offender Task Force** - Responsible for ensuring the fulfillment of and compliance with the Sex Offender Policy.

### **Section 10: Affiliate Organizations**

Besides providing weekly worship and study, Woodland Presbyterian Church is committed to the following ministries, activities, and organizations that help to fulfill its mission:

- Ministry Architects and the East Nashville Training Hub

- Project Connect Nashville (Saturday Night Suppers)
- Room in the Inn
- Recovery Groups such as Alcoholics Anonymous
- El Jardin Preschool
- Eastminster Presbyterian Church
- More Light Presbyterians
- Cayce Place Revitalization Foundation
- The Lockland Springs Neighborhood Association
- Act 1 Neighborhood Theater Group
- Ashtanga Yoga
- Matthew 25 Congregations (PCUSA)

### **Section 11: Event Calendar**

Woodland Presbyterian Church follows the church calendar for special events and seasons in the life of the church. At its January meeting, the Session sets the church's calendar of events for the coming year and communicates it to the congregation. Although flexible, it allows the leadership and members to plan for the events in the life of the church. The following occasions are included each year:

#### **Monthly:**

- First Sunday of the month – Communion
- First Sunday of the month - Potluck Lunch with Eastminster Presbyterian Church
- Third Sunday of the month – Saturday Night Supper and, when needed, Room in the Inn
- Young Adult Event

#### **Special Events:**

- January – Session Retreat for Officer Training
- Sunday before Lent – Fat Sunday/Jazz Sunday
- Ash Wednesday Services (Lent begins)
- Palm Sunday
- Maundy Thursday Services
- Easter Sunday
- Pentecost Sunday
- Back to School Sunday
- Annual End of Summer Church Cookout with Eastminster
- All Saints Sunday
- World Communion Sunday
- Woodland Fall Festival
- Woodland's Anniversary Sunday (2<sup>nd</sup> Sunday in November)
- Stewardship Sunday
- Thanksgiving Potluck with Eastminster
- Advent beginning with Hanging of the Greens
- Longest Night Service
- Christmas Eve Service

### **Section 12: Financial Processes**

Woodland Presbyterian Church uses an independent bookkeeper to prepare its financial reports including records of giving. The church receives gifts through offerings and through on-line giving. Reports are sent quarterly to contributors to ensure accuracy.

The Treasurer shall appoint a church member in good standing to be responsible for the coordination of the collection, depositing, and recording of offerings (both through the offering plate and online) each week. The donations given in the offering place are counted by two people with records being kept of individuals' and families' contributions. This giving record is highly confidential and is to be known only by the Treasurer's appointee and the bookkeeper and her team.

Expenditures are coded to the budget when they are submitted for payments. The church works to pay most of its normal bills and benevolences by automatic draft. For those expenses that do require a check, the treasurer is responsible for writing the checks once the proper documentation is submitted.

It is the sole discretion of the Session about whether to accept any restricted gift. In the event that the restriction is prohibitive, the Session will decline the gift with thanks.

Financial statements, with income and expenditure information compared to the budget, are submitted from the bookkeeper to the Treasurer, the Finance Committee, and the Session on a monthly basis. The financial statements also include an accounting of any designated or special offerings. For the sake of transparency, this information is available to any church member.

### **Section 13: Policies**

Woodland Presbyterian Church has the following policies in place to support the ministry and mission of the church including, but not limited to, Wedding & Funeral Policies, Sex Offender Policy, and a Sexual Misconduct and Children and Youth Protection Policy. (G.3-0106)