

The National Presbyterian Church

Session Policies Manual (SPM) – April 26, 2011

Preface: Strengths and Distinct Calling of The National Presbyterian Church

1. The National Presbyterian Church (NPC) belongs to the Presbyterian Church (USA). We are a ministry of grace, passionate about Christ's mission in the world. Our vision is to be a vibrant church community that builds followers of Jesus Christ, and serves others locally and globally. We strive to reflect God's grace, grow in love and knowledge through Jesus Christ, and proclaim and share with others the good news of forgiveness, reconciliation and salvation through the work of Jesus Christ, our only Lord and Savior.
2. We seek to nurture and inspire Christians of every age and at every stage of their faith journey. NPC's Session is responsible for all aspects of church life, both spiritual and temporal. Our programs are built on three pillars – Worship, Grow and Serve. Central to NPC's mission is Sunday morning worship, which blends extraordinary preaching with traditional liturgy and excellence in music to communicate a clear and meaningful Christ-centered, Biblically-based message.

A large church blessed with many dedicated volunteers, we offer outstanding opportunities for children and youth. A new Sunday worship service was introduced in 2009, primarily to meet the needs of families with children. We are especially proud of our stimulating Bible classes and plethora of fellowship groups for adults.

A robust mission effort targets Christian partners in the Washington, DC area and around the world. Although a large church, NPC's division into 27 parishes enables deacons to minister to members personally and ensure they are connected to the life of the church.

3. Thanks to the enormous generosity of members and supporters dating back to 1795, we are blessed with a significant endowment and remarkable facility.

Our beautiful sanctuary building, whose structural cornerstone was unveiled by President Eisenhower, features an incredible venue in which to worship; it includes a world-class Aeolian-Skinner pipe organ, historic and inspiring stained glass windows, and amazing musical acoustics. NPC also possesses the 150 seat "Chapel of the Presidents," modern and beautiful columbarium, co-located, single family "Yellow House" residence for visiting pastors and guests, and Stone Fellowship Hall, which serves the entire congregation as well as a variety of Christian and community organizations. The Culbertson Memorial Library offers more than 15,000 books and periodicals, and the Chapman Memorial Archives, one of the largest church archives on the East Coast, possesses over 250,000 documents and pieces dating back to the late 18th century.

The co-located National Presbyterian School, founded in 1969, is acknowledged as one of the area's finest independent elementary schools. Finally, our beautiful 14-acre Northwest Washington, DC campus is metro-accessible, and offers abundant parking, which also serves nearby commercial interests and diplomatic missions.

4. We are the only National Presbyterian Church in our denomination. As such, we are distinctly called to minister to individuals and families in the Washington, DC area, including government employees, elected officials, diplomats, military members, and those who support our government.

Despite the “church of the presidents” reputation, it is important to note that our congregation is composed of individuals from diverse backgrounds, nationalities, and walks of life – all united in worship of Jesus Christ. We joyfully welcome a large number of visitors to Sunday morning worship, especially Presbyterians from around the country.

While members of our church espouse deep, diverse political convictions, we strive to unite our congregation in a higher, shared conviction that salvation only comes through our Lord and Savior, Jesus Christ. Because we are all servants, it is common to see current and former leaders of our nation ministering to members and guests as ushers, deacons, and greeters. Indeed all are welcome at the table of the Lord, and all are welcome to join us on the pathway of Christian discipleship.

While we look back with humility and gratitude, we look forward with confidence to God's special plan for our church in its third century.

The National Presbyterian Church: Worship God, Grow in Christ, Serve the Lord.

Section 1: The Session of The National Presbyterian Church

- 1.1 Elders as Servant Leaders.** The word Presbyterian comes from the Greek New Testament word, *presbuteros*, meaning elder. Together with Pastors,¹ Elders lead the church as servants of Jesus Christ. Jesus Christ is head of the church.
- 1.2 Session Membership.** The currently installed Pastors and eighteen installed Elders compose the Session.
- 1.3 Elders as Trustees.** All eighteen Elders are also trustees of the church corporation, a Maryland corporation known as The National Presbyterian Church, Inc., (the Corporation), and in that capacity they are responsible for exercising fiduciary responsibilities and for governing the church in compliance with the Corporation's bylaws (the bylaws).

¹ Pastors in the Reformed tradition have been known traditionally as “teaching elders,”

- 1.4 Pastors Not Members of Church or of Corporation.** The installed Pastors are members of the Session and the National Capital Presbytery, but are neither members of the church nor trustees of the corporation.
- 1.5 Session Policies Manual.** This Session Policies Manual (SPM) contains all current standing policies approved by the Session, and its contents must be consistent with the Constitution of the Presbyterian Church (USA)² and the bylaws.
- 1.6 Revisions to SPM**
- a. The Session Councils (see Section 5) are responsible for recommending revisions to this manual, to be approved by Session. The Session may make changes to this SPM at any Session meeting (except those called for the purpose of receiving or dismissing members, where the quorum is two Elders). All standing policies approved by the Session, new or revised, shall be included in an updated version of this SPM. Recommendations for amendments may come in the form of a motion from any Session member or from any Session Council (provided that the Session Council has voted to recommend the motion).
 - b. In advance of each Session meeting, the Clerk of Session (the Clerk) shall send to all Session members a copy of any section of the SPM for which a change is being proposed, showing wording recommended to be deleted by ~~use of the strike through~~ and wording recommended to be added using underline. Each new policy will be drafted to fit within the most logical policy section of the SPM. Over time, the Session can reduce or add to the specificity of its policies.
- 1.7 Session Reference Book.** Subject to the provisions of this manual, Session Councils shall develop and approve procedures that are relevant to their ministries, in coordination with appropriate church staff. Session Council Chairs are responsible for providing the Clerk with a digital copy of all approved procedures. A binder, known as the Session Reference Book (SRB), shall contain all procedures approved by Councils, as well as other non-policy documents of Session and the church.
- 1.8 Recording and Distribution of the SPM and the SRB.** The Clerk shall oversee the recording and distribution of the SPM and ensure it is maintained in digital form on the church's computer system. The Clerk shall also oversee recording and distribution of the SRB. Copies of the current SPM and/or SRB shall be made available to any members of Session or of the church that requests them.

² The Constitution has two parts: Part I: *The Book of Confessions*, and Part II: *The Book of Order*. All elders should have copy of these two books, and familiarize themselves with their content.

1.9 Annual Review of SPM

- a. The Legal Committee shall review the SPM at least annually and shall report its findings and recommendations to the Clerk, who shall report them to the Governance Council.
- b. The Governance Council shall review the SPM at least annually, following review by the Legal Committee, and shall draft needed amendments to be approved by the Session, or shall report to the Session that no action is required as a result of the Annual Review.

Section 2: The Session Leads in the Name of Jesus Christ

2.1 Vision. The Session articulates the church's vision as, "Called to a Ministry of Grace, Passionate about Christ's mission in the world."

2.2 Living out the Vision. Members and friends of NPC are invited to move into a Pathway of Christian Discipleship: Worship, Grow, Serve.

2.3 Worship Regularly. Worship is our eternal vocation as believers. Sunday morning services are the first connection to God's grace in our community for most new participants at NPC and of vital importance to our established members. NPC values Christ-centered worship where, through worship, prayer, sacrament, and proclamation of Word, God is praised, sin confessed, pardon assured, thanks given, offerings presented, and intercessions offered.

2.4 Grow Intentionally. As we connect with God and each other in worship, all are invited into an intentional process of growth in discipleship through Scripture study in small groups, Christian education classes, and personal devotions. NPC values equipping people at all stages of life to follow Christ and to become more Christ-like in their daily lives.

2.5 Serve Generously. We serve generously of our time, talent and treasure. We give who we are and what we have in service to ministries within the church and missions outside the church. As we come to know Jesus, we want to lead others to him. We send people out from the church to serve Christ by loving and serving others in their daily lives or in service to others in places where Christ leads them. NPC values equipping people to share the truth of the good news of God's great love and redemption where-ever they go.

2.6 Strategic Focus During Interim Period in Senior Pastor Leadership

During the interim period the Session shall prioritize its leadership efforts and stewardship of the church's resources in the following ways:

- Emphasize the first theme of the Strategic Plan (Discipleship) by way of the Pathway of Christian Discipleship: Worship, Grow, Serve.

- Balance revenues and expenses in the annual operating budget, through a growing understanding of stewardship and God's grace.
- Discern, clarify and build on the strengths of The National Presbyterian Church's identity.

2.7 Annual Objectives. Objectives for the calendar year 2011 are maintained in the SRB, and are summarized as follows:

- Approve plan(s) for stewardship initiatives and capital fundraisers (including possibility of a stewardship consultant) from 2011-13. Finance Council brings final recommendation/motions, in coordination with Worship, Grow, Serve and Administrative councils. – May, 2011
- Approve Finance and Audit policies and procedures, brought separately by Finance and Administrative Councils. – May, 2011
- Clarify organizational relationship with The Fund for Charitable Giving, and reaffirm organizational relationship with The National Presbyterian School Church Governance Council brings motion(s) to Session for final approval. – July, 2011
- Engage more members into committees, and develop a system that will facilitate a healthier turnover and appropriate retention of needed skills. Governance Council brings recommendations to Session, in consultation with Serve Council (Connections Ministry). – July, 2011
- Consider expanding number of elders to serve on session, and assess if the number of deacons is still appropriate. Governance brings recommendations/motions to session, including revisions to relevant bylaws and policies, in consultation with pastors and with Worship, Grow, Serve, Personnel, Administrative Affairs, and Finance Councils. – July, 2011
- Provide for opportunities to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ. Grow Council brings recommendations to Session. – July, 2011
- Engage in a process for education and mutual growth of the members of Session. Grow and Governance Councils bring joint recommendation to Session – July 2011
- While pursuing all of these goals, ensure financial viability of the church and protect the endowment of the church, work to increase revenues, including faith giving, hold expenses down, and have quarterly check-points to review progress and financial wellbeing. – On-Going

Section 3: The Session Governs in the Spirit of Jesus Christ

3.1 Session's Governing Style. The Session's governing style emphasizes biblical discernment; personal and corporate integrity; strategic thinking; fair hearing of differing viewpoints; appropriate transparency in decision making; abiding by the will of the majority when in dissent, as well as clear definitions of Elder, Pastor and staff roles and responsibilities.

3.2 Session Responsibilities. The Session is responsible for the mission and governance of NPC, both as enumerated in Sections G-10.0102a - s in the Book of Order and as stated in the Corporation's bylaws.

a. Collectively, the Session:

- i. Is responsible for governing the church in accordance with the Constitution.
- ii. Is accountable to God and the congregation for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, Council, or Committee of the Session to usurp this role or hinder this commitment.
- iii. Initiates and adopts policies governing NPC, gives counsel and oversight to the Session Councils in carrying out their responsibilities, and reviews and approves activities as required by the Constitution and bylaws.
- iv. Initiates policy and actively responds to initiatives and recommendations from its Councils.
- v. When appropriate to do so, disciplines members in accordance with the Book of Order.
- vi. Approves all Committee Chairs and leadership members (see Section 5.10) after Council Chairs have nominated people to fill these positions.

b. Individually, Session members are responsible to voluntarily:

- i. Pray with and for the congregation, encouraging all members and friends in a culture of grace, support of leaders, and cooperative service to Jesus Christ.
- ii. Interview prospective members.
- iii. Participate weekly in Sunday worship.
- iv. Attend and actively participate in Session meetings.
- v. Serve Communion.

- vi. Liaise with the Board of Deacons to facilitate the Session's responsibilities of providing care to individuals in the NPC family and community.
- vii. Contribute to Session's culture of grace, mutual respect, openness, and excellence.
- viii. Lead, serve and participate on Session Councils and/or on the Officer Nominating Committee.

3.3 The Moderator of Session. The Senior Pastor, or his/her designee, moderates all meetings of Session and the Congregation unless otherwise indicated by the National Capital Presbytery, the Constitution or the bylaws. In the absence of the Senior Pastor, the Executive Pastor will serve as the moderator. In the event that neither the Senior Pastor nor Executive Pastor can be present to moderate, rules of the Book of Order shall be followed [G-10.0103].

- a. The Moderator has the primary responsibility of ensuring the integrity of the Session's process and the orderly conduct of the business of the Session.
- b. The Moderator, working with the Coordinating Council, shall bring to the first meeting of Session each calendar year a list of proposed Session goals for the upcoming year.

3.4 The Clerk of Session shall be an Elder (but need not be a currently-serving Elder), elected by the Session for a one-year term. The Clerk records the Session transactions (G-9.0203a). The Clerk is authorized to receive correspondence for Session and to communicate decisions that have been made by Session. The Clerk, in consultation with the Coordinating Council, ensures that the proposed docket for any Session meeting is consistent with Session's governance policies. The Clerk carries out Session's responsibility *to keep an accurate roll of the membership of the church, in accordance with G-10.0302, and to grant certificates of transfer to other churches (G-10.0102s).*³

Section 4: Session Meetings

4.1 Purpose of Session Meetings. Stated and special Session meetings are held primarily to conduct the business of the Session. They may also include time for retreats, guest presenters, interaction with the staff, Session training, and social activities. It is expected that at each stated meeting, Pastors will provide Session with at least oral reports regarding any significant developments affecting the health and well-being of the Church.

4.2 Schedules of Stated Meetings. The annual schedule for stated (regular) Session meetings will be published in advance of the first stated Session meeting of the calendar year. Normally, stated meetings will be held on the fourth Monday of each month. The Session allows Active Members of The National Presbyterian

³ The *italicized* words quote the language of the Book of Order referring to one or more of the specific powers and responsibilities of the Session of a particular church.

Church to attend stated Session meetings as observers, without restricting its right to meet in executive session whenever circumstances indicate the wisdom of doing so.

4.3 Special Meetings.

- a. Special meetings may be called by the Moderator after giving sufficient notice to the Elders. Special meetings to receive new members or to dismiss members of NPC must be attended by the Moderator and at least two Elders. In accordance with the Book of Order, G-10.0201, special meetings shall also be called when two or more members of the Session request in writing that the Moderator do so.
- b. It is expected that Elders and Pastors – and Session Councils -- will be mindful of the schedule of Stated Session meetings, and will plan accordingly when considering actions that require Session approval. However, when unforeseen events require Session action that cannot wait until a Stated Session meeting, Session grants authority to the officers of the Corporation, with approval of the Moderator, to act on behalf of the Session on urgent matters. This authority is granted, provided all of the following conditions are met:
 - i. Any action proposed be made upon a unanimous recommendation by the appropriate Session Council(s) or Committees.
 - ii. The proposed action is communicated via email to the full Session at least 24 hours prior to any action by the officers of the Corporation.
 - iii. No member of Session communicates an objection to having the matter acted upon by the officers of the Corporation. Any such objection may be made, prior to action by the officers of the Corporation, to the Clerk of Session, via email or telephone.
 - iv. Any action taken, under this authority, will require ratification by the full Session at the next stated Session meeting.

4.4 Rules Governing Meetings. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of the Session.

4.5 Proposed Docket. The proposed docket for each stated meeting will be set by the Coordinating Council. The proposed docket and material pertaining to items on the proposed docket will be in the individual Elder mailboxes not later than thirty-six (36) hours before the stated Session meeting. In order for materials to be prepared in time for distribution, they must be received by the Moderator's Assistant by close of business Wednesday before the meeting. The Clerk must also be notified of the relevant docketed item and the materials that support that item. Note: Each stated meeting of Session shall have, as one of its first orders of business, approval of the proposed docket. Any active Elder present may, at that time, move to amend the docket. Elders who intend to raise matters not on the proposed docket are encouraged to alert the Moderator or the Clerk (preferably both) at least six (6) hours before the meeting.

- 4.6 Omnibus Motion.** Stated meetings may include an Omnibus Motion, which will cover routine matters that require a Session decision as well as other matters that, in the estimation of the Moderator and Clerk, do not require discussion or deliberation. The Clerk, in consultation with the Moderator and the Coordinating Council, will determine those items for the Omnibus Motion. When the Omnibus motion is presented, if any Elder present at the meeting wishes to have any item on it discussed further, that item shall be removed. Any item removed from the Omnibus motion for discussion during the meeting shall be given time on the docket unless the Moderator determines that a discussion of this item would seriously affect the time for other docketed items. Any Elder may move to amend any item on the Omnibus Motion. If seconded and approved by Session, that item will be amended in the Omnibus motion. After all such requests for item removal or amendment have been honored, all items remaining on the Omnibus Motion will be voted on by the Session.
- 4.7 Announcements.** The docket for a stated meeting shall include a time for announcements and a distribution of sheets for scheduling Elder support of church activities or worship. Those making announcements or distributing sheets are required to notify the Clerk or the Moderator prior to the meeting.
- 4.8 Pathway for Matters Coming to Session.** Matters to be considered by the Session shall normally be given first to the relevant Council for review, discussion, deliberation, and, if appropriate, presentation to the Session, through the Coordinating Council.
- 4.9 Matters Likely to Result in Change of Session Policy.** Matters that will likely result in a change in Session policy shall be presented, where possible, in the form of language to be inserted in this SPM.

Section 5: Session Councils

- 5.1 Guidelines for Decision Making.** All Session councils and committees are expected to fulfill their roles in the Spirit of Jesus Christ. In making decisions, they are expected to emphasize Biblical discernment, personal and corporate integrity, strategic thinking, fair hearing of differing viewpoints, and appropriate transparency. Members of Councils and Committees are expected to abide by the will of the majority when in dissent. Decisions reached by a council or committee in accordance with these principles of decision-making may be treated by it as having finality. (See also Sections 6.4 and 6.5 of the SPM).
- 5.2 Number and Composition of Session Councils.** There shall be a total of eight Session Councils (SCs) (see Chart 1), each of which shall have at least two currently-serving Elders. One of these Elders will serve as Chair of the Council, and the other Elder will serve as Vice Chair of the Council. The Chairs of all Committees under a particular Council shall serve as members of that Council.
- 5.3 Functions of Session Councils.** Session Councils are established to advise the Session on matters of Session policy and, as directed, to implement Session policies. Session Councils shall recommend for Session's approval the

establishment and dissolution of committees, task forces, and work groups in accordance with the Session Policies Manual and in coordination with Pastors and staff.

5.4 Limitations on Session Councils. Except as provided for in Section 6, or when formally delegated such authority by other actions of Session, no Session Council may (1) speak or act for the Session or (2) exercise direct authority over operations of the church. The Moderator or another Pastor shall be an ex officio member of all Session Councils. The Executive Pastor will assign a Pastor or staff person to support each Session Council.

5.5 Roles of a Session Council. The roles of a Session Council include:

- a. utilizing its members' specialized expertise and knowledge by
 - (1) reviewing the recommendations and reports of the Council's Committees (see Section 5.11) and the church staff and
 - (2) advising the Session and making recommendations to the Session when official action is required.
- b. providing support to and oversight of, on behalf of the Session, particular activities and ministries in the life of NPC. This support and oversight shall include (1) review of the budget allocations within each Council's purview, plus the monitoring of proposed expenditures and invoices in order to promote compliance with those budget allocations, and (2) recruitment of volunteers from among the active members of NPC to carry out the work of the particular ministries and activities within the Council's area. All oversight and support shall be consistent with the Book of Order and the policies adopted by Session.
- c. recommending to Session policies concerning the Council's activities and ministry areas.

5.6 Elder Assignments. Prior to the first regular meeting of the Session in a calendar year, the Clerk, in consultation with the Moderator and the President of the Maryland Corporation, shall prepare a slate of Council Chairs, Council Vice-Chairs and Council or Committee assignments of Active Elders for approval by the Session at the first meeting. The names of the officers of the Corporation and the names of the Chairs and Vice Chairs of all Session Councils and Committees shall be posted on the church's website.

5.7 Terms of Council Chairs and Vice Chairs. Council Chairs and Vice Chairs shall serve one-year terms, and may be re-appointed to serve as Chair or Vice Chair provided they are currently-serving Elders. No person shall serve more than three consecutive years as Chair or Vice Chair of a given Session Council. Session shall approve people to serve as Chairs and Vice Chairs of Session Councils.

5.8 Composition of Personnel Council. The Personnel Council will have, in addition to two currently-serving Elders, at least two at-large members of the Congregation who are Active Members of NPC. At-large members of the Personnel Committee shall serve one-year terms. No at-large member shall serve more than three consecutive terms on the Personnel Council.

5.9 Composition of Coordinating Council. The Coordinating Council will consist of: the Clerk, the Assistant Clerk (who shall serve as Chair of the Coordinating Council), the Chairs of the Worship, Grow, Serve, Finance, Administrative Affairs, Governance, and Personnel Councils, the President of the Maryland Corporation, the Moderator of the Board of Deacons, and the Moderator of Session.

5.10 Chairs of Committees. Chairs of Committees within a given Session Council shall be nominated by the Chair of that Council to Session, and Session will vote on their approval. (Council Chairs are strongly encouraged to involve the membership of each Committee in the nomination process.) Any person serving as the Chair of a Committee shall be an Active Member of NPC. Chairs of Committees may also be proposed, for Session approval, as outlined in Section 5.6 (Elder Assignments).

5.11 Composition of Council Committees (CC) and Subcommittees (See Chart 1). Members of Council Committees and Subcommittees shall be Active NPC Members, recommended by the Committee or Subcommittee Chair and approved by Session. Their leadership role shall include assisting the Committee and/or Subcommittee Chair with:

- a. establishing the current goals and annual objectives of the committee,
- b. organizing and managing the activities necessary to carry out the committee's goals and objectives,
- c. establishing guidelines with regard to the appropriate number, and qualifications of, the congregants and NPC friends who shall participate in carrying out the committee's programs and ministries, and
- d. encouraging and inviting qualified congregants and NPC friends into the ministry of the committee by publishing information about the available opportunities for service and fellowship.

5.12 Terms of Committee and Subcommittee Members. Normally, the terms of Committee and Subcommittee members shall run from April of one year through March of the following year, or until replaced. Committee members shall serve no more than three consecutive one-year terms. After serving three consecutive one-year terms on a specific Committee, an individual may only be re-appointed following a break in service of at least twelve months.

This section (5.12) applies only to those Committee and Subcommittee members defined in section 5.11. Each Committee and Subcommittee, consistent with its

responsibility in Section 5.11c, shall establish guidelines on the terms of congregants and NPC friends who shall participate in carrying out the Committee's or Subcommittee's programs and ministries.

5.13 The **Worship Council** shall carry out Session's responsibility *to provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with the Directory for Worship (G-10.0102d).*⁴ It shall:

- a. oversee and provide support to, along with the Pastor, all worship-related activities within NPC. The Pastor shall be responsible for the selection of Scripture to be read in all services of public worship, the preparation and preaching of the sermon or exposition of the Word, the prayers offered on behalf of the people and those prepared for the use of people in worship, the music to be sung, and the use of drama, dance, and other art forms in worship [W-1.4003], as well as the version of text from which scripture lessons are read in public worship [W-2.2005]. The Worship Council, and its component parts, shall assist the Pastor in carrying out these roles. The Worship Council shall ensure that the Directory of Worship, contained within the Book of Order, is followed. The Worship Council shall be involved in the hiring of any staff person whose job will include supporting the Worship activities of NPC.
- b. recommend to Session policies relating to regularly scheduled and special services of worship at NPC. Such policies may address issues of the timing and duration of services, the order of worship, and the style of worship. They shall also include the activities and features that support the services, including hospitality, ushering, flowers, and others as identified by the council.

5.14 The **Grow Council** shall carry out Session's responsibilities *to provide for the growth of NPC's members and for their equipment for ministry through personal and pastoral care, educational programs including the church school, sharing in fellowship and mutual support, and opportunities for witness and service in the world (G-10.0102e), and to develop and supervise the church school and the educational programs of NPC (G-10.0102f).* It shall:

- a. oversee and provide support to all education-related ministries of the church, including education ministries for children, youth, and adults, as well as ministries especially geared to prepare individuals for marriage as well as ministry to people who are already married. It shall oversee ministries especially developed for young adults, older adults, as well as fellowship groups. It shall oversee and support the Library and Archive ministries of the Church. The Grow Council shall be involved in the hiring of any staff person whose job will include supporting the Grow activities (as defined above) of NPC.

⁴ The *italicized* words here and in Sections 5.13 – 5.19 quote the language of the Book of Order referring to one or more of the specific powers and responsibilities of the Session of a particular church.

- b. recommend to Session policies related to all the activities mentioned above that are designed to promote individual and community growth in Christ.
- c. be responsible for developing and refining a Teachers Standards Manual, including standards to be met by individuals who teach others at NPC and procedures for the protection of children, including clearance requirements for individuals who will teach or have access to children or youth.

5.15 The **Serve Council** shall carry out Session's responsibilities *to provide opportunities for evangelism to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ, in accordance with G-3.0300 (G-10.0102a), to receive members into the church upon profession of faith, upon reaffirmation of faith, or upon satisfactory certification of transfer of church membership (G-10.0102b), to lead the congregation in participation in the mission of the whole Church in the world (G-10.0102c)⁵, to lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears it witness (G-10.0102g), and to delegate and to supervise the work of the board of deacons (G-10.0102m).* It shall:

- a. oversee and provide support to all activities within NPC relating to congregational care, including: the Board of Deacons, Care Teams, Faith and Health Ministries, Accessibility Ministries, Ministries relating to visits to home-bound members and others, prayer ministries (outside of worship), the Stephen Ministry, and ministries related to military members and, ministries that implement NPC's unique role within the PC(USA) with regard to military members serving within the USA and abroad.
- b. oversee and provide support for all outreach and mission activities within NPC, including outreach to people within the Washington, DC area, as well as people elsewhere in the USA and around the world. The Serve Council shall be involved in the hiring of any staff person whose job will include supporting the Serve activities (as mentioned above) of NPC.
- c. oversee and provide support for all activities relating to assisting members and friends of NPC discover their calling to Christ's service and using their gifts to God's glory and to assisting members and friends of NPC to find ways to grow their faith and serve the Lord through the ministries and missions of National Presbyterian Church.
- d. recommend to Session policies relating to the church's commitment to serve one another in love, through the development and promotion of activities that serve both the members of NPC and those beyond the walls of NPC. Such

⁵ Particularly, *by healing and reconciling and binding up wounds; ministering to the needs of the poor, the sick, the lonely and the powerless; engaging in the struggle to free people from sin, fear, oppression, anger, and injustice; and giving itself and its substance to those who suffer (G-3.0300).*

policies will promote a culture built on strong Christian relationships, activities that support healing, and a community of grace.

- 5.16** The **Personnel Council** shall carry out Session's responsibility *to provide for the administration of...employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees (G-10.0102n)*. It shall:
- a. oversee and support, along with the Head of Staff, all activities relating to personnel management regarding the staff of NPC. The Personnel Council shall be responsible for developing and refining a Personnel Manual. The Personnel Council shall be involved in the hiring of any staff person whose job will include supporting the personnel management activities of NPC.
 - b. recommend to Session policies that relate to developing effective personnel resources and procedures for the church. Such policies will encourage the use of personal and spiritual gifts, help prepare healthy leaders in Christ, and leverage the talents and energies of both volunteers and paid staff.
 - c. in coordination with the Head of Staff, Finance Council, and affected Pastors, staff, and Elders, manage the personnel resources of the church within the overall annual personnel budgetary allocation approved by the Session. This would include the hiring, reassignment, or dismissal of regular or contract staff, except for Directors and contract Pastors, which must be approved by Session.
- 5.17** The **Finance Council** shall carry out Session's responsibility *to challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, developing effective ways for encouraging and gathering the offerings of the people and assuring them that all the offering are distributed to the objects toward which they were contributed (G-10.0102h)*, and *to establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes, providing full information to the congregation of its decisions in such matters (G-10.0102i)*. It shall:
- a. oversee and support all activities related to investments, preparation and execution of the Annual NPC Budget, financial affairs, and stewardship. The Finance Council shall be involved in the hiring of any staff person whose job will include supporting the Financial activities (as mentioned above) of NPC.
 - b. recommend to Session policies relating to each of the activities mentioned above.
 - c. be responsible for developing and refining a Financial Policies and Procedures Manual.

- 5.18** The **Administrative Affairs Council** shall carry out Session's responsibilities *to provide for the administration of the program of the church (G-10.0102n)*,

(excluding any issues relating to the employment of ordained or non-ordained staff), and to *provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers, including members of the Session, staff, and deacons. (G-10.0102o)*. It shall:

- a. oversee and support, along with the Executive Pastor, all activities related to legal and audit oversight, facilities and property, the Columbarium, the Moehrl Bookstore; and communications between the Session, NPC members, regular attenders, and others throughout the world interested in the ministry areas or activities of NPC.
- b. be involved in the hiring of any staff person whose job will include supporting Administrative Affairs (as mentioned above) of NPC.
- c. Recommend to Session policies relating to each of the activities mentioned above.

5.19 The **Governance Council** shall carry out Session's responsibilities to *lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God (G-10.0102j), to engage in a process for education and mutual growth of members of the Session (G-10.0102k), and to instruct, examine, and welcome into common ministry Elders and Deacons on their election by the congregation, and to inquire into their faithfulness in fulfilling their responsibilities (G-10.0102l), and to maintain regular and continuing relationship to the higher governing bodies of the church (G-10.0102p)*. It shall:

- a. support and assist all the other councils in the preparation of policies recommended to Session, and shall study and report to Session on any issues concerning NPC's governance.
- b. support the Clerk in his/her role of maintaining the Session Policy Manual, along with any supplements, and the Session Reference Book.
- c. each year ensure the continuity of the Session's governance capability through Session member orientation and training.
- d. each year provide to the congregation's Officer Nominating Committee a Session-approved profile outlining the desired composition of the Session, expectations for all Elders, and desired categories of special expertise.
- e. Select Elders or other members of the church to serve as liaisons between the Session and other campus organizations.
- f. Include (as a member of the Governance Council) an elected commissioner to the National Capital Presbytery who shall keep the Council apprised of Denominational Affairs.

5.20 The **Coordinating Council** shall assist the Moderator of Session and the Clerk in preparing a proposed docket for each stated meeting of Session. The Coordinating Council shall work with members of all other councils and assist them in preparing motions for Session, and ensure that when items are proposed for the docket of a stated Session meeting; the motions and supporting documents have been thoroughly vetted for Session’s consideration and action. This vetting shall include discerning whether the decision-making process has been inclusive of all relevant ministries.

5.21 Quarterly Reports to Session. So that Session and its members may be apprised of and anticipate ongoing activities and issues, each Council (except the Coordinating Council) shall submit to Session, at least quarterly, a brief report of activities that includes at least the following items (These reports shall be provided to Session “as information”.):

- a. Decisions made, decisions pending, and other major activities being considered by the Council, including potential policy recommendations.
- b. Any expense that has caused the budget of an activity under the Council to be exceeded.
- c. Any project under consideration that is expected to cost in excess of \$1,000 and is not currently budgeted.
- d. Any project underway that the Council anticipates bringing to Session’s attention within the next quarter.
- e. Any challenge that has prevented the Council or any of its Committees from acting on a previously planned major activity.

Section 6: Specific Policies Approved By Session (or by Board of Trustees)

This Section is a work in progress. Session records and Minutes of the Board of Trustees from June, 1982 through January, 2009 were reviewed in an effort to collect in this manual all of the policies enacted either by the Session or by the Board of Trustees prior to June, 2009.

Sections 6.1, 6.2, 6.3, and 6.4, and 6.5 contain policies enacted by Session. These five policy statements are, as best we can determine, the only written policies of Session as of June 1, 2009.

Section 6.6 through section 6.29 are a listing, in reverse chronological order (the most recent are listed first) of actions taken by the Board of Trustees prior to the change in NPC’s bylaws that resulted in a unicameral form of governance. Some of these actions are policies that the Board of Trustees enacted, and others refer to what appear to be policies that we have not been able to locate. Others contain “should” statements, but it is not clear whether the Board of Trustees actually adopted these “should” statements as policies or not. Still others refer to “guidelines” that the Board of Trustees adopted.

We include all of these statements and actions in order to guide Session in determining which specific policies need to be considered and perhaps adopted shortly.

Each section below shows the body (Session or the Board of Trustees) that took the action, as well as the date(s) the actions were taken. The motion or wording from the minutes is shown in *italics*.

Sections 6.30 and those following are policies adopted by Session following the approval of the SPM in 2009.

6.1 Temporary Policy on Recruitment for Vacant Positions. In light of the church's uncertain financial situation in fiscal year (FY) 2011, Session will hear recommendations from the Program or Administrative area and from the Personnel and Finance Councils before any steps are taken to recruit or fill any full or part-time paid staff position at the National Presbyterian Church that becomes vacant during the fiscal year, even if the position was approved in the FY 2011 budget previously adopted by the Session.

6.2 Requests for Special Solicitations and Special Giving Opportunities
(Session, April 28, 1997. *"[It was] moved that Session approve all five items of the Designated Giving Report as amended. The motion was approved. The motion is as follows:*

1. That the following "Solicitations Policy" be adopted:

The National Presbyterian Church (NPC) attempts to fund all of its ministries through its annual budget to ensure adequate funding for all approved activities. Nevertheless, certain fundraising activities in the church can be appropriate.

Any request to solicit the NPC congregation for funds must be approved individually by the Session. This policy includes solicitation of funds in exchange for services. The procedures to obtain that approval and the criteria that the Session shall consider are set forth below.

1. Whenever a Pastor or the Administrator receives a request from a member of the congregation or an outside source to conduct a fundraising operation or otherwise solicit the membership of the NPC for funds, he or she shall inform that individual of the process by which that request will be considered. Specifically, the person should be provided with a copy of this Solicitation Policy. In addition, the staff person should notify the appropriate Session Commissioner, if any, the Administrator, and Clerk of Session. If a Commissioner is involved, he or she may take the matter to the commission before seeking approval from the Committee on Solicitations and Designated Giving. If approved, the Clerk of Session will schedule the matter for approval in the Session omnibus motion. If disapproved, the Clerk shall so report or schedule additional discussion at Session is appropriate.

2. *Approval or disapproval by the Session of the request for solicitation or funding will be guided by a consideration of the following factors:*
 - a. *Whether the solicitation is compatible with NPC's vision statement and strategic plan.*
 - b. *Whether the purpose of the solicitation duplicates or supplements an existing item in the church's budget.*
 - c. *Whether the solicitation pertains to an unanticipated exigency, emergency, or critical need.*
 - d. *Whether the purpose of the solicitation warrants its presentation to church members as an invitation for giving outside of their regular faith giving.*
 - e. *Whether the solicitation will have a detrimental impact upon the church's budget.*
 - f. *The nature of the solicitation: whether it is targeted to a limited number or group of church members; the manner of the contact, whether personal contact or in writing; whether endorsed by a ministry of church (i.e., an unforeseen mission emergency).*
 - g. *Whether the activity is the provision of personal service instead of the sale of goods.*
 - h. *Whether the solicitation has been conducted in the past.*
3. *The frequency of solicitations shall not detract from the overall ministry of the church.*
1. *That the following "Designated Giving Policy" be adopted (STATED ABOVE)"*

6.3 Biblical Standards for Christian Leaders (Session, May 18, 1992, June, 1997, and February 23, 2002): *"NPC's Biblical Standards were adopted by Session on May 18, 1992 and updated in June 1997 to reflect the amendment of the PC(USA) constitution to add G-6.0106b. In February 25, 2002 Session adopted a policy that the following groups of persons shall be required to sign the Standards, thus giving assent to them and agreeing to reflect the standards in their own conduct of life:*

All employees

All persons nominated by the Church Officer Nominating Committee

All on-going teaching positions

All youth/children's teachers and leadership positions

The signed Standards are maintained in their personnel files for all employees. Officers signed Standards are maintained in the Administrator's office and a code entered into the membership database. For Children's and Youth Ministry volunteers/teachers, the signed Standards are maintained in a file in the ministry office."

6.4 Guidelines for Living in a Community of Grace (Session, January 14, 2008):

***Seeking to be Faithful Together: Guidelines for Living in a Community of Grace** We, at The National Presbyterian Church, believe and affirm the*

Confessional statement (Book of Confessions 6.006) that “the whole counsel of God, concerning all things necessary for his own glory, man’s salvation, faith, and life, is either expressly set down in Scripture, or by good and necessary consequence may be deduced from Scripture.” We also acknowledge that “there are some circumstances concerning the worship of God, and government of the Church, common to human actions and societies, which are to be ordered by the light of nature and Christian prudence, according to the general rules of the Word, which are always to be observed.” These circumstances, which are not related to the essential matters of faith and life, are those on which we may, and often do, disagree. (See also, Book of Order G-1.0304 and G-1.0305) Therefore, In a spirit of trust and love, as members of NPC we expect to live according to the following Guidelines for Living in a Community of Grace.

- 1 Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;
 - we will keep our conversations and communications open for candid and forthright exchange,*
 - we will not ask questions or make statements in a way which will intimidate or judge others.**
- 2 Learn about various positions on the topic of disagreement.*
- 3 State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.*
- 4 Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus’ teachings.*
- 5 Focus on ideas and suggestions instead of questioning people’s motives, intelligence or integrity;
 - we will not engage in name-calling or labeling of others prior to, during, or following the discussion.**
- 6 Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.*
- 7 Indicate where we agree with those of other viewpoints as well as where we disagree.*
- 8 Seek to stay in community with each other though the discussion may be vigorous and full of tension;
 - we will be ready to forgive and be forgiven.**
- 9 Follow these additional guidelines when we meet in decision-making bodies:
 - urge persons of various points of view to speak and promise to listen to these positions seriously;*
 - seek conclusions informed by our points of agreement;**

-- be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
-- abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines.

10 Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

6.5 Policy on Confidentiality (Session, May, 2008)

Objectives of session as the governing body of the congregation at NPC include serving the congregation well, creating an atmosphere of mutual service, openness, and trust and keeping proper confidences while avoiding secrecy. As a congregation that desires to be a reconciling body—as our strategic plan states—we value openness in communication and process.

As a session, we affirm the following:

Communication and Treatment of Confidences

1. *Confidentiality will not be used to avoid controversy. We affirm the congregation's right to know the issues facing the church and the decisions of session. Minutes of session will be a readily accessible public record.*
2. *Civil laws regarding both confidentiality and reporting will be observed by NPC's leaders. Legally, pastors, teachers, social workers, and others, because of other work or affiliation, may be deemed mandatory reporters under the law.*
3. *Session will always receive messages from active members of the congregation that are directed to it. No communication from an active member will be referred to an individual, office, or committee without session's full access to the messages that are addressed to them as a body.*
4. *Session as a body and each of its elder and minister members will protect the confidence of the congregation's individual members. They will exercise care never to betray any confidential communication from a member. The right to confidentiality resides with the church member.*
5. *Pastors have the right and responsibility to hold in confidence matters and relationships known only to them when they are not matters under the jurisdiction of the session as determined by the Book of Order.*

Deliberation on Matters of a Confidential Nature

6. *Only session has the authority to delegate any of its business or communication to another body. Session is itself a court (Book of Order, D-*

2.0102). As such, it may hold certain matters in confidence as a body, but ordinarily does not delegate to other bodies the holding of confidences on matters for which it is responsible. Session may delegate certain responsibilities but will not relinquish its right to be fully informed and to make final judgments in any case before it.

7. Session has the right of deliberation in executive session. All decisions of session shall be reported to the congregation.
8. Session is committed to seeking reconciliation. It will seek to determine the facts in every case of dispute and make every effort to avoid rumor, gossip, defamation of character, slander, and libel.

6.6 Guidelines on Memorials Committee (Trustees, May 12, 2008): “*Memorials Committee Guidelines were adopted by the Trustees*”

6.7 Pastor Housing Equity Sharing Policy. When funds are available for this purpose, The National Presbyterian Church, Inc., (NPC) may enter into an agreement with an installed pastor of NPC (including an associate pastor) for the purpose of assisting the pastor in purchasing or refinancing a principal residence in the Washington metropolitan area. Funds made available for the purchase of an installed pastor’s principal residence pursuant to this policy are separate and independent from any monthly housing allowance paid to the pastor.

The complete policy, approved by Session on October 25, 2010, is a three-page document containing eleven paragraphs noted as having been approved by Session on October 25, 2010, and is included in the Session Reference Book (see SPM Section 1.7).

6.8 Policy Regarding Legal Committee Review of All Contracts (Trustees, March 12, 2007): “*Legal Committee should review all contracts prior to execution.*”

6.9 Policy Regarding Bids on Contracts for More than \$5,000 (Trustees, July 25, 2004): “*Trustee Motion: “We are confirming and ratifying that we have a fiduciary responsibility as outlined in the letter dated 7/12/04 by the President of the Board of Trustees to the church administrator and that for contracts for more than \$5,000, the Trustees Board’s advance approval is required and the Administrator must obtain bids from three vendors, absent exigent circumstances.”*”

6.10 Series of Policies (?) Regarding Endowment Funds of the Maryland Corporation (Trustees, February 26, 2001): “*Trustee Motion:*

“1. Withdrawals from the Endowment Funds of the Maryland Corporation should be limited to the purposes for which such funds were contributed. The Board should approve withdraws from such Funds for the specific purposes for which they may be expended and not on the basis of a percentage of endowed assets. In determining the amount which may be withdrawn from any particular Fund, the Board may take into account

the concept of 'released accumulations' as discussed further herein below.

- 2. Except for reasonable amounts set aside for working capital and deposited in interest-bearing accounts, funds held for Loan to Pastors, and funds managed separately, the endowed Funds should be managed in an Investment Pool by an outside Investment Advisor approved by the Board on the basis of the recommendation from time to time of the Investment Committee. The Pool should be held by a qualified 'Custodian'. Such Custodian should be directed to buy and sell securities at the direction of the Investment Advisor or Advisors appointed by the Board and should be required to provide a monthly account to the Board on a unit value basis, taking into account additions and withdrawals from the pool. No such additions or subtractions should be made except on the basis of month-end values of units of the Pool. Funds available for contribution to the Pool prior to a month end should be held in an interest-bearing account with the Custodian pending contribution to the Pool. The Corporation should adopt procedures for efficient cash management of funds not included in the investment pool.*
- 3. The Board of Trustees should manage Endowment Funds of the Maryland Corporation in accordance with section 15-406 of the Uniform Act and with a view to preservation of the value of donated funds against inflation and moderate growth in the inflation-adjusted value of such Funds in accordance with growth in the programs of the church which are supported by such Funds.*
- 4. The Board should expressly adopt the policy of preserving the historic cost value of restricted funds.*
- 5. Individual Mortgage Loans are not suitable for the Investment Pool in comparison to diversified investments. Where no alternative method of financing is available for Loans to Pastors, such as a third party loan to the Pastor with a Maryland Corporation guarantee, funds may be disbursed from the Pool by redemption of the interest of any Funds which has as its purpose the making of loans to pastors. The Investment in such a loan should then be made outside of the Investment Pool. When funds are available to be invested again in the Pool as a result of the payoff of such a mortgage loan, the number of units issued should be based on the then current value of units in the Pool.*
- 6. The chart of Funds provided separately by the Chairman of the budget committee should be adopted as the basis for management of the Endowment Funds*
- 7. The Administration of Church should report at each monthly meeting its good faith projection of the expenditure needs of the Church over ensuring twelve month period, including the purpose of such expenditures, and a recommendation by church Administration with*

respect to the Funds from which withdrawals should be made to support such expenditures. Such monthly reports should provide such calculations and other information as will empower the Board of Trustees to carry out their responsibilities under section 15.406 of the Uniform Act and determine whether the rate of expenditures is consistent with the separate budget of the Maryland Corporation.”

- 6.11 Investment Policy(?)** (Trustees, September 25, 2000): *“Trustee Motion: Investment Policy was presented, discussed and adopted (copy not attached to Minutes).”*
- 6.12 Policy (?) on Church Acting as Personal Representative or Executor** (Trustees, December 16, 1996): *“Trustee Motion: “. . .that as a matter of policy it would not be practical for the church to act as personal representative or executor.”*
- 6.13 Policy (?) on Obligation of Church Funds** (Trustees, March 25, 1996): *“Director of Administration proposed for discussion: “(1) That persons may not obligate church funds without specific approval of the responsible Session Commissioner for that line item; or, for Administration, property or Corporation funds, the approval of the Director of Administration. (2) That the Session Commissioner may not obligate funds above the amount budgeted through that period of the Fiscal Year without the approval of the Budget and Finance Committee or, under special circumstances, the Director of Administration. (3) For the Administration, Property and miscellaneous items, the Director of Administration shall not obligate more funds than those budgeted for that period of the Fiscal year without the approval of the budget and Finance Committee or, under special circumstances, the chairman of Budget and Finance.”*
- 6.14 Policy on Reporting Investment Account Holdings, Returns, etc.** (Trustees, December 19, 1994): *“Every six months the Investment Committee presents to the Trustees a comprehensive report of all investment account holdings, returns, (over last 3, 6 and 12 month periods), transfers of investment funds to operating accounting, and new endowment investment funds.”*
- 6.15 Policy on Documentation and Use of Endowments Received by the Church** (Trustees, December 19, 1994): *“All endowments received by the church shall be documented in writing indicating any restrictions on the distribution of income or principal. Unless the donor otherwise indicates, all gifts over \$5,000 which are not specifically anticipated (by donor and amount) in the budget process, shall be treated as endowment. Amounts of \$5,000 and under, with no donor indication, can be used at the discretion of the Senior Pastor or the Director of Administration.”*
- 6.16 Policy on Videotaping Activities of Speakers** (Trustees, October 17, 1994): *“The Legal Committee is directed to prepare a release form that must be executed before an individual may be videotaped.” “It is the church’s policy*

that all videotapes of church-related activities or speakers are the property of The National Presbyterian Church.”

- 6.17 Policy on Transactions Between the Church and Any Private Business** (Trustees, October 17, 1994): *“The Board further directs the President to remind [two church members] that any transactions between the church and any private business must be in writing, reviewed by the Legal Committee, and signed by the Director of Administration.”*
- 6.18 Policy on Use of Church Property** (Trustees, October 17, 1994): *“The Board of Trustees reaffirms its policy that church property may be used only for church-related activities; it may not be used for personal or for-profit activities of members of the church, staff, or other individuals.”*
- 6.19 Policy Regarding Insurance Coverage Carried by Groups Using NPC Facilities** (Trustees, February 24, 1992): *“Insurance Committee notes that the insurance coverage carried by outside groups using our facilities needs to be checked. Motion approved.”*
- 6.20 Policies Regarding Church Babysitters** (Trustees, April 15, 1991 and June 17, 1991): *“Mention in Legal Committee of need for security/background policy for church babysitters” and “Legal Committee report says church babysitters must become bonded or will be considered unqualified.”*
- 6.21 Policy Regarding Use of the Parlor** (Trustees Minutes of May 21, 1990 refer to an action of Session): *“House Committee report refers to Session approval of policy statement regarding use of the Parlor. ‘This policy will be given to all who use the Parlor and includes restrictions to light refreshments, no chalk boards, no movement of permanent furniture and the only outside furniture permitted would be the stacking chairs. The policy includes information on how to reserve the Parlor, and those who use the Parlor will receive a copy of the policy.’”*
- 6.22 Policy Regarding Contributions for Memorials** (Trustees, April 17, 1989): *“Motion approved as follows: ‘1) Contributions for memorials should be encouraged with flexibility for the selection of the particular memorial to be sponsored. In conformity with this, the Memorials Committee will accept changes from the original memorial selected, provided that the amount contributed came from an individual donor and that commitments for arrangements for the memorial have not already been made. 2) If, however, the amount contributed for the memorial came from multiple donors then requests to change the memorial cannot be accepted because it would not be practical to contact all individual donors to obtain approval for the change.’”*
- 6.23 Policy Regarding Taking Photos in the Sanctuary** (Trustees, October 19, 1987): *“Motion approved ‘. . . that no photos are to be taken in the Sanctuary except with specific permission of the officiating clergy person or the Director of Administration.’”*

6.24 Policy Regarding “the National Presbyterian Church Property Management Account Principal” (Trustees, September 21, 1987): *“Motion approved ‘In order to establish adequate funds to be used for the maintenance and preservation of existing memorials, the Memorials Committee proposes the transfer of undesignated memorial gifts, after consultation with and agreement by the family, to the Trust Account known as the National Presbyterian Church Property Management Account Principal, the income of which shall be used for the Memorial Preservation Fund.’”*

6.25 Policy Regarding Accepting Gifts for Expenses that are part of regular operating budget (Referred to in Trustee Minutes, February 25, 1986): *“Question of a church member offering to cover the cost of coffee was noted to be against a ‘policy that gifts will not be accepted for expenses such as this that are included as a part of our regular operating budget’. Motion approved ‘to refer this to Session since this is a matter of Stewardship policy.’”*

6.26. Policy Regarding Operating Costs Shared by NPC and NPS.

Session hereby revokes all prior agreements addressing “Shared Cost” payment arrangements between NPC and NPS and hereby adopts the following fair and reasonable allocations for calculating the amounts to be paid by NPC and NPS toward the costs of the services listed.

Shared Costs Division: In place of separate bills and percentages for each bill, building or part of a building, costs for utilities and maintenance for all buildings and grounds (excluding the Yellow House) will be combined. **For these bills the Church will pay 64% and the School 36%.** This includes, but is not limited to, all utilities (gas, electric and water), plumbing services and supplies, electrical services and supplies, snow removal and ice melt, landscaping and tree care, communication (phone and data lines and Porter cell phones), impervious surface charges, Western pest services, elevator services, the hazardous waste generator; hardware, locks and paint; sidewalk and driveway repairs, and Able services, Allied Waste, bills for the maintenance of heating and air conditioning systems with companies such as Hottel and HVAC Concepts, insurance, Chem Aqua, parking lot maintenance, and Stanley Security. Each entity will pay its own postage, and NPC will pay the property tax.

These revocations and new arrangements will become effective with regard to bills dated or received July 1, 2011 or later, or other date as determined by Session.

6.27 Policy Regarding Use of Kitchen (Trustees, May 20, 1985 and November 25, 1985): *“a memorandum was received from the Director of Administration in response to questions about why groups could not use the church kitchen, noting that it was agreed when the church was built that a Food Manager would always be employed to be in charge of the kitchen, given the professional equipment it contains (which could result in damage to equipment or persons using the equipment). Legal and insurance issues were cited. (On November 25, 1985 – report was received clarifying kitchen*

usage and liberalizing policy so laypersons could access it for coffees and pot-luck events.)”

6.28 Policy on Recording Contributions as Revenue in the Year in which received (Trustees, June 25, 1984): *“Motion approved: ‘Contributions are recorded as revenue generally in the year received unless designated for use in future periods. In the application of this policy, contributions received in the first few days of a year that donors intend to be applied to the previous year shall be recognized as revenue in the previous year.’”*

6.29 Policy on Accepting Restricted Gifts (referred to in Trustee Minutes, March 21, 1983): *“Motion approved: ‘. . . that the Board approve the past policy for accepting restricted gifts, and put in writing a statement of policy describing the conditions for receipt of restricted gifts.’ NOTE: The approved policy was not attached to the archived minutes.”*

6.30 Policy Regarding The National Presbyterian School

- a. Effective July 1, 2010, the National Presbyterian School (School) will make fair and reasonable financial compensation to The National Presbyterian Church (Church) for all of the space occupied and used on the campus, and all services furnished or made available by the Church in connection with School operations, in accordance with the Church’s financial year. In determining the amount of such compensation, the Session will take into account all relevant considerations, including the financial circumstances of the Church and School, the cost and value of space and services, and the School’s role in the construction and maintenance of campus facilities over time. This policy supersedes any arrangements historically or currently in place.
- b. No later than the October Stated Meeting of Session each year, the Administrative Affairs Council, after having consulted with the Governance and Finance Councils, shall bring to Session a motion recommending the amount of financial compensation covering the items in section a, above, to be effective on July 1 of the following year.
- c. By the end of November each year, the Clerk of Session shall communicate the Session-approved financial compensation in writing to the School, with appropriate copies to administrative and financial staff of the Church and School.

6.31 Use of The National Presbyterian Church Name

- a. The use of The National Presbyterian Church name – whether in whole or abbreviated form – shall be allowed only on entities which are accountable to Session, and over whose assets the Session exercises control. No entity shall be permitted to use The National Presbyterian Church name – whether in whole or abbreviated form – without the express approval of the Session.

- b. Related entities (those begun by The National Presbyterian Church and using its name) shall maintain complete sets of Board of Directors Minutes and financial records (balance sheets and income statements) in the NPC Executive Pastor's office. The entities shall maintain their internal financial statements in a format similar to that of NPC to ensure adequate reviews. The Finance Council shall review these records at least quarterly.
- c. When Session approves the use of The National Presbyterian Church name for an entity, it shall do so only if the entity has a religious mission that is explicitly stated and is consistent with the mission and work of the Church itself. Session shall review the mission of any such entity at least annually.
- d. Session shall designate a currently active member of NPC who has been ordained as an Elder (and at least one similarly qualified alternate) who shall be a full voting member of the entity's Board of Directors and Executive Committee, attending all meetings including those of the Executive Committee.
- e. A majority of the entity's voting Board members must be appointed by the Session, but need not be Session members.
- f. Any financial support provided by NPC to the entity shall be continuously tracked, using actual figures or, if relevant, the bona fide market value of the contribution. The Executive Pastor will assign the responsibility for this task.

Section 7 – Relationship To Other Organizations on the NPC Campus

(This section will be developed)

It is expected that the NPC Session will enter into discussions with the National Presbyterian School, the National Center for Leadership, and the National Presbyterian Church Fund for Charitable Giving to define and clarify relationships.

CHART 1 (of 1)
The National Presbyterian Church
Session Organization of Councils

The Session delegates its responsibilities to councils, as listed below. Session Councils have authority to establish and dissolve committees, task forces, and work groups in accordance with the Session Policies Manual, and in coordination with pastors and staff. For purposes of this Manual, “❖” indicates a Committee and “●” indicates a Subcommittee.

<i>Worship Council</i>	<i>Administrative Affairs Council</i>
❖ Sacraments	❖ Facilities
❖ Music	● Columbarium
❖ Ushers	❖ Legal
❖ Hospitality	❖ Communications
❖ Flowers	❖ Bookstore
❖ First Service Coordination	❖ Audit
<i>Grow Council</i>	<i>Personnel Council</i>
❖ Children	
❖ Youth	<i>Governance Council</i>
❖ Adult Nurture	❖ Leadership Development
● Young Adults	❖ Strategic Direction
● Older Adults	❖ Denominational Affairs
● Women’s Ministry	Liaisons To
● Men’s Ministry	-- National Presbyterian School
● Fellowship Groups	-- NPC Fund for Charitable Giving
❖ Library & Archives	
❖ Preparation for Ministry	<i>Coordinating Council</i>
<i>Serve Council</i>	
❖ Connections in Ministry & Mission	
❖ Outreach	
❖ Congregational Care	
● Stephen Ministry	
● In Touch Ministry	
● Care teams	
● Faith, Health & Accessibility	
● Military	
Board of Deacons	
<i>Finance Council</i>	
❖ Budget	
❖ Stewardship	
● Memorials	
❖ Investments	