

FORWARD

On January 1, 2023, the Providence Forge Presbyterian Church Session formally restructured. Due to this reorganization and changing from twelve (12) to nine (9) Elders, the PFPC Policy Manual was reviewed and the current one was adopted.

In order to focus more on the outcomes rather than the processes, encourage collaboration, and include more of the congregation, three groups were created. Administration covers Buildings and Grounds, Planning and Finance, Policy and Personnel and Nominating. Christian Life encompasses Worship, Christian Education, Fellowship, and Nurture. Community and Mission includes Good Samaritan, Outreach, and Stewardship. Other policies have been included in the first portion of this document.

The second portion includes practices and procedures related to Administration, Christian Life, and Community and Mission. The third portion includes position descriptions.

All policies **must** be approved by Session. Any additions or deletions must also be approved by Session.

Practices/procedures have also been developed to assist Elders and the congregation in applying these policies. These may be changed by the appropriate committee.

Recommendations for new policies can come from the Pastor, towers, groups or POJ and should then be directed to the Policy & Personnel Committee for review. P&P do not make policy but as the keeper of the Manual they review it for accuracy & formatting and create the hard copy for Session Approval. Once approved that information is added to the footer, the document is printed and added to the hard copy Manual and an electronic copy is posted to the website. Changes, additions and deletions follow the same procedure. The hard copy of the manual and both the word and PDF copies are maintained in the Office.