

PROVIDENCE FORGE PRESBYTERIAN CHURCH
POLICY MANUAL AND PROCEDURAL GUIDELINES
TABLE OF CONTENTS

FORWARD

I. Policies

A. Administration Responsibilities

1. Policy for Administration (includes information related to Buildings and Grounds, Planning and Finance, Policy & Personnel, and Nominating)
2. By-Laws of PFPC
3. Public Health
4. Boundaries Training Mandate Policy
5. Sexual Misconduct
6. Policy & Personnel
7. Nominating
8. Planning & Financial
9. Buildings and Grounds

B. Christian Life Responsibilities

1. Policy for Christian Life (includes information related to Worship, Christian Education, Fellowship, and Nurture)
2. Children and Youth Protection

C. Community and Mission Responsibilities

1. Policy for Community and Mission (includes information related to Good Samaritan, Outreach, and Stewardship)

D. Other Policies

1. Elders on Duty
2. Funerals
3. Marriage
4. Pastor visitation
5. Session Covenant

II. Practices/Procedures

A. Administration

1. Buildings and Grounds checklist/timeline
2. Policy and Personnel checklist/timeline
3. Congregational Rules Agreement
4. Financial Practices
5. Session Manual of Administrative Operations

B. Christian Life

1. Christian Education checklist/timeline
2. Fellowship checklist/timeline
3. Worship Handbook

C. Community and Mission

1. Good Samaritan Guidelines
2. Outreach Guidelines
3. Stewardship checklist/timeline

III. Position Descriptions

A. Administrative Assistant

B. Music Director

~~C. Substitute Musician~~

D. Clerk of Session

E. Treasurer