



FPC Officer Training

Other Things to Know

January 18, 2018

Term of Service

Term of Service for Elders and Deacons

- Each fall the congregation elects 12 elders and 20 deacons for three-year terms.
- Their term of service begins in February and runs through the third succeeding January.
- Each class of church officers is designated by its final full year of service.
- Class of 2020:
 - Term begins February 1, 2018.
 - Term ends January 31, 2020.

Officer Meetings

∞ January Session Meeting

- New officers are invited to attend the January Session meeting, however, they are non-voting members until their term begins.

∞ Attendance

- Church officers are expected to attend all meetings of the body to which they belong.
- The Clerk and Secretary shall take attendance and note in the minutes each member who is absent without an excuse.

Officer Meetings

☞ Meeting Agenda

- The agenda for Session meetings is set by the Moderator and the Clerk in consultation with the Coordinating Council.
 - The Coordinating Council meets the week before each stated meeting of the Session to discuss the business to come before the full body and to review the proposed agenda.
- The agenda for Diaconate meetings is set by the chair and reviewed immediately prior to the meeting by the Diaconate Executive Committee.

☞ Motions

- All motions should be submitted in writing. Whenever possible, they should be distributed in advance of the meeting at which they will be voted on.

Officer Meetings

☞ Quorum

- For both the Session and the Diaconate, a quorum for a regularly scheduled or specially called business meeting consists of the presiding officer and one-third of the members.
- A quorum for meetings of the Session solely for the purpose of admitting members is two elders plus the Moderator.

☞ Minutes

- The Clerk and the Secretary are responsible for keeping full and accurate records of the proceedings of the Session and the Diaconate.
- Unless a summary of the body's deliberations is necessary to understand actions taken by the Session or the Diaconate, minutes of their meetings should report only what was done, not what was said.

Committee Chairmen

☞ Committee Chairmen Responsibilities

- Provides the leadership necessary for the committee to accomplish its mission.
- Takes initiative in organizing the committee, encouraging it to set goals for the year, and keeping it on track.
- Calls and presides at meetings of the committee and sets the agenda.
- Normally acts as secretary, though he/she may appoint another member.
- Represents and speaks for the committee and may act on its behalf.
- Represents the committee on the administrative council that oversees its work, keeping his/her committee informed concerning actions taken by the council that affect the work of the committee.

Committee Membership

☞ Committee Assignments

- Any church officer or member of the congregation may serve on any committee except the Governing Bodies Committee, which is composed exclusively of elders.
- In December and January, committee chairmen conduct a “draft” under the direction of the moderator, clerk-elect, and chair-elect to select committee members for the coming year.
- All elders and deacons are assigned to serve on at least one standing committee based on their gifts and preferences and the needs of the committees.
- Committee chair are to contact officers inviting them to serve on their committee.

Committee Membership

- Chairmen are also encouraged to recruit reserve officers and non-officers having suitable gifts to serve on their committees.
 - In order to be official voting members of the committee, their names must first be submitted to and approved by the Session.
- Proposed committee rosters are submitted to the Session for approval.
 - Each person on the roster becomes a voting member of the committee.
- Committee members may be added during the year by submitting their names to Session for approval.

Officer Examinations

Saturday, January 27, 2018

AGENDA

- 8:00 a.m. Continental Breakfast (Courtenay Hall)
- 8:30 a.m. Blessing & Instructions
- 8:45 a.m. Small Group Examinations
- ❖ *You will be assigned to a small group with either a lead pastor or lead Elder who will be involved in the faith sharing and examination.*
- 10:30 a.m. Communion Worship Service (Sanctuary)
- 11:00 a.m. Closing

Faith Statements

- Statements are read only by the Senior Pastor.
- Your Faith Statement will be returned to you at the Officer Examinations. You may wish to share your statement at that time.
- If you are a returning officer ... yes, you do have to turn in a Faith Statement again!

Examination Questions & Answers

1) What are spiritual gifts?

Gifts are the special abilities God gives individual Christians.

2) Why are spiritual gifts given?

“To equip the saints for the work of ministry, for building up the body of Christ.”

3) What is the rank of spiritual authority?

- I. Christ
- II. Bible
- III. Governing bodies
- IV. Private understanding and personal experience

4) Who is eligible for church offices?

Both men and women who are called and live a life in obedience to Scripture.

Examination Questions & Answers

5) What is meant by “via media”?

The middle way. A way between a church of a system of hierarchy and one of emotionalism. A church with a representative form of government.

6) What has been our greatest problem with our inclusiveness?

Splits within the church, i.e. the PCA.

7) Name three people who helped form Presbyterian ideas.

Luther – Justification by grace through faith

Zwingli – The true body of Christ is present through faith

Calvin – Systematic theology

Wyclif – English Bible translation

Knox – Priesthood of all believers, republican church government

Examination Questions & Answers

8) What is meant by “the church reformed, always reforming”?

It means that Presbyterians are a studying and a thinking people, and as they grow in their understanding they may view Scripture in a different light.

9) Who is the head of the Presbyterian Church (U.S.A.)?

Christ is the Head of the Church.

10) Name at least three Great Ends of the Church.

- The Proclamation of the gospel for the salvation of humankind,
- the shelter nurture, and spiritual fellowship of the children of God,
- the maintenance of divine worship,
- the preservation of the truth,
- the promotion of social righteousness,
- the exhibition of the Kingdom of Heaven to the world.

Examination Questions & Answers

11) **What are the three basic forms of church government?**

- I. Episcopal
- II. Congregational
- III. Presbyterian

12) **Name two denominations which use each.**

Episcopal – Roman Catholic Church and Methodist Church

Congregational – Church of Christ and Baptist Church

Presbyterian – Reformed Church and Presbyterian Church

13) **What are the three forms of civic government represented by each?**

Episcopal – A monarchy or oligarchy

Congregational – New England town meeting or Greek city-state

Presbyterian – A republic, i.e. the United States of America

Examination Questions & Answers

14) **The governing bodies of the Presbyterian Church are:**

Session

Presbytery

Synod

General Assembly

15) ***The Book of Confessions* is made up of how many sections?**

Twelve

Examination Questions & Answers

16) Name four sections of *The Book of Confessions*.

- I. The Nicene Creed
- II. The Apostles' Creed
- III. The Scots Confession
- IV. The Heidelberg Catechism
- V. The Second Helvetic Confession
- VI. The Westminster Confession of Faith
- VII. The Shorter Catechism
- VIII. The Larger Catechism
- IX. The Theological Declaration of Barmen
- X. The Confession of 1967
- XI. The Confession of Belhar
- XII. A Brief Statement of Faith

Examination Questions & Answers

17) The *Book of Order* is made up of four sections, they are:

- I. The Foundations of Presbyterian Polity
- II. The Form of Government
- III. Directory for Worship
- IV. Rules of Discipline

18) What is meant by “unconditional election”?

“God’s choice of the sinner, not the sinner’s choice of Christ, is the ultimate cause of salvation.”

Examination Questions & Answers

19) **Explain, in your own words, the Presbyterian view of baptism.**

- Presbyterians accept the baptism of all Christians who were baptized with water “in the name of the Father, the Son and the Holy Spirit.”
- Baptism is not repeatable, it need be done only once.
- Baptism can be administered to adults and children.
- For children, parents take their vows and promise to train them in the faith.
- When the age of understanding is reached, the child must be confirmed in that personal faith, making it their own.
- It is not an assurance of salvation since salvation is God’s gift through grace with our profession of faith.

Ordination/Installation of Officers

Service of Ordination/Installation
Sunday, January 28, during 11:00 worship

Meaning of Ordination and Installation

- ⌘ **Ordination** is the act by which the church admits a person to church office.
 - The offices of elder and deacon are **perpetual**, and once ordained, elders and deacons continue to hold those offices even after their active service ends.
- ⌘ **Installation** marks the entry of an elder or deacon into a term of active service.
 - Elders and deacons who are entering into service for the first time must be both ordained and installed.
 - Those who are reelected to serve another term in the same office are not re-ordained but merely installed.

