

Forest Hills Presbyterian Church  
Martinsville, Virginia

**Ministry Operations Policy**

Approved by Session [1/19/15]

**General Policy Statement:**

Session has adopted the term “Ministries” to describe those groups designated to help carry out the mission and vision of the church. The term replaces “committee” and “work group.”

**Responsibilities:**

Forest Hills will have eight Ministries, which are listed in the below.

- Administration & Personnel
- Christian Education
- Congregational Care
- Fellowship
- Finance & Stewardship
- Mission & Evangelism
- Property
- Worship

Each Ministry will operate with a *Ministry Policy* that includes a purpose statement and that will describe the roles and responsibilities of the group. These *Ministry Policies* are intended to connect with the Mission Statement of FHPC and are available in the church's “Manual of Administrative Operations and Policies” along with any other policies each Ministry deems necessary, all of which are available on the church's website. These policies will be “endorsed” by Session, but not micromanaged so that each Ministry can have considerable latitude in planning and carrying out their responsibilities. All policies are reviewed annually by Ministries and Session. The Ministries are authorized by Session to initiate actions consistent with their *Ministry Policy* and within the bounds of their allocated budgets and resources.

Each Ministry will ordinarily meet at least monthly to ensure the work of the church is continuing.

Roles of Ministry Leadership

**Ministry Chair:** All ministries shall have a Chair (co-chair), who shall be a member of Forest Hills and will ordinarily be a different individual from the person serving as Session Liaison to the Ministry.

Responsibilities of Ministry Chairs include:

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- Establishing monthly meeting dates/times including any special meetings that may be needed
- Developing/communicating agendas to members of the Ministry
- Leading ministry meetings
- Developing plans/activities/goals to accomplish the vision & mission of FHPC as established by the Session
- Ensuring that minutes of Ministry meetings are recorded and shared with members of the Ministry
- Ensuring various tasks of the Ministry are carried out
- Approving expenditures that are within the bounds of allocated budgets and resources

**Session Liaison:** All ministries shall have at least one Session representative, who will act as a liaison with Session, especially when Ministries seek Session approval when needed and as appropriate.

Responsibilities of Session Liaisons include:

- Communicating the vision & mission of FHPC as established by the Session to the Ministry
- Reporting to Session monthly on important actions taken by the Ministry
- Bringing items of business that require Session approval before the Session and sharing the intent of the Ministry with the Session on those items
- Working with the Pastor to identify and appoint members to the Ministry, including the chair
- Approving expenditures that are within the bounds of allocated budgets and resources
- Serving as Ministry Chair in the absence of the Chair

**Notes:** Revised 1/19/15