

Introduction to Organization Structure

1. The Organizational Structure – Governing Documents

- Book of Order – the Constitution (links on HPPC.org – Governance Resources)
- HPPC Manual of Operations (links on HPPC.org – Governance Resources)
- HPPC Manual of Policies and Procedures (links on HPPC.org – Governance Resources)

2. The Organizational Structure – Key Elements of any PC(USA) Church

“G-4.0104 A Particular Presbyterian Church

Each particular church of the Presbyterian Church (U.S.A.) shall be governed by this Constitution. Its officers are ministers of the Word and Sacrament, elders, and deacons. Its government and guidance are the responsibility of the session. It shall fulfill its responsibilities as the local unit of mission for the service of all people, for the up building of the whole church, and for the glory of God.”

- Officers elected by the Congregation
 - Ministers of Word and Sacrament
 - Senior Pastor
 - Associate Pastors
 - Elders
 - Deacons
- Session – comprised of active Elders and Ministers of the Word and Sacrament

“G-6.0302 Governmental Responsibilities

Elders are chosen by the people. Together with ministers of the Word and Sacrament, they exercise leadership, government, and discipline and have responsibilities for the life of a particular church as well as the church at large, including ecumenical relationships.”

“G-6.0304 Specific Responsibilities

It is the duty of elders, individually and jointly, to strengthen and nurture the faith and life of the congregation committed to their charge. Together with the pastor, they should encourage the people in the worship and service of God, equip and renew them for their tasks within the church and for their mission in the world, visit and comfort and care for the people, with special attention to the poor, the sick, the lonely, and those who are oppressed.”

“G-10.0102 Responsibilities

The session is responsible for the mission and government of the particular church.”

- Deacons individually commissioned by the Session (as at HPPC) or a Board of Deacons

“G-6.0402 Responsibilities

It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the session, such as leading the people in worship through prayers of intercession, reading the Scriptures, presenting the gifts of the people, and assisting with the Lord's Supper. “

3. The Organizational Structure – Four Key Functions

The total “work” of the “church” can be thought of as comprised of four principal activities:

(1) Governance: setting purpose/mission, vision, policy, theology, values, strategic initiatives and goals for the Ministry of the church and providing oversight of the following Management, Support and Shared Services, and Ministry activities;

(2) Management: utilizing the resources of the church to accomplish the initiatives and goals set by Governance in accordance with the policies, theology, and values set by Governance in support of the Ministry of the church and providing oversight of the Ministry activities;

(3) Support and Shared Services: supporting Governance, Management, and Ministry by providing such services as administrative support, financial management, communications, and operation and maintenance of church facilities;

(4) Ministry: the actual “doing” of the work of the church – this “doing” involves the collective activities of the church “gathered” and the individual ministries of each member as the church “scattered.” The purpose of Governance and Management is effective Ministry *and* faithfulness to the core mission, vision, theology, and values of the church.

4. These Four Functions as Performed Within our Organizational Structure

Governance (the Session) – the Session retains this function for itself

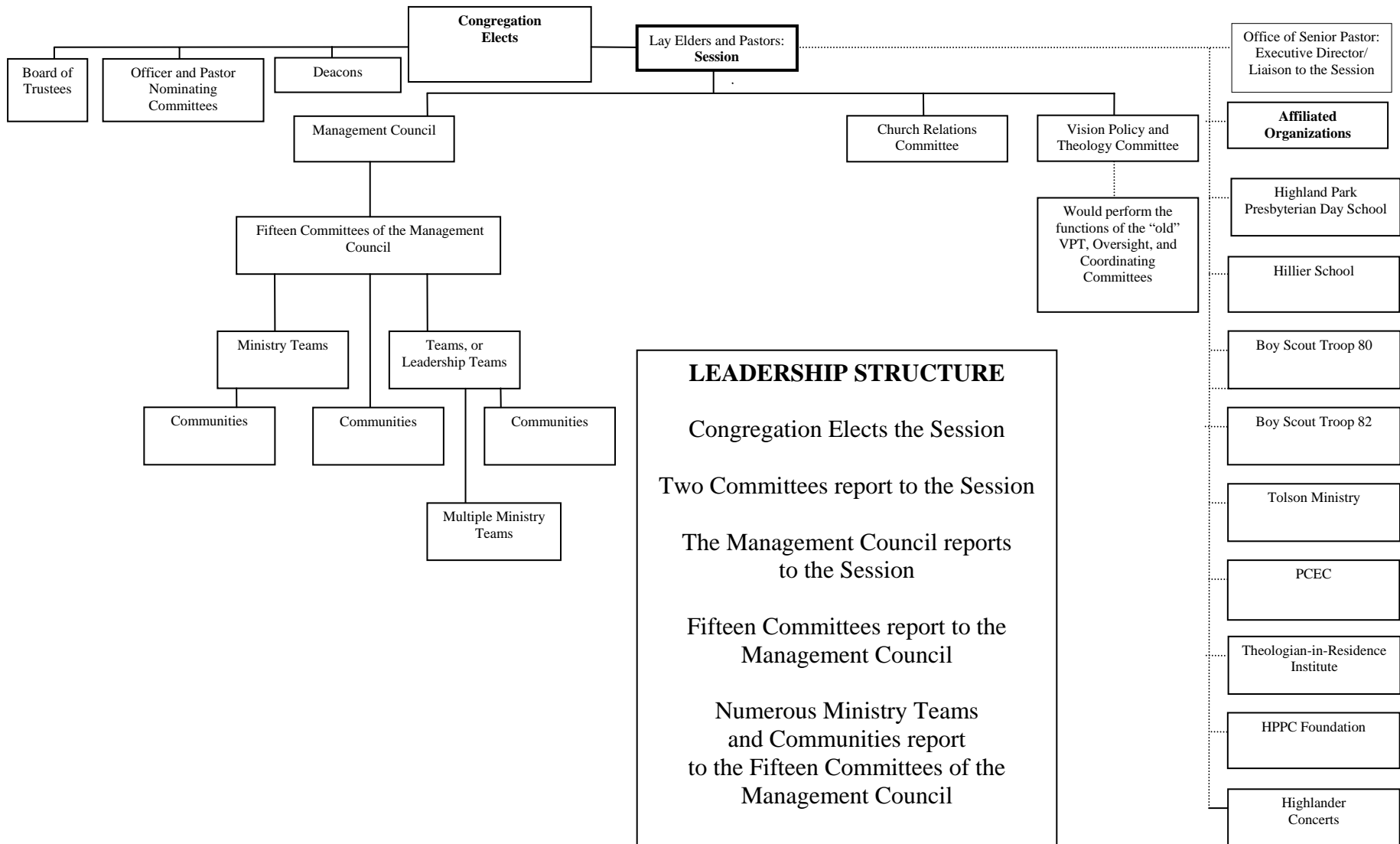
- Developing a Mission and Vision Statement, Core Values, Strategic Initiatives, and a Strategic Plan to guide, to govern, to lead the church in an intentional direction
- Developing an annual budget, policies and procedures to guide implementation of a Strategic Plan

Management (the Management Council) – the Session has largely delegated this activity to the Management Council

- Utilizing the resources of the church to accomplish the initiatives and goals established by Governance, by the Session
- Utilizing these resources in accordance with the Mission, Vision, Core Values, Strategic Initiatives, Strategic Plans, and policies and procedures established by Governance, by the Session

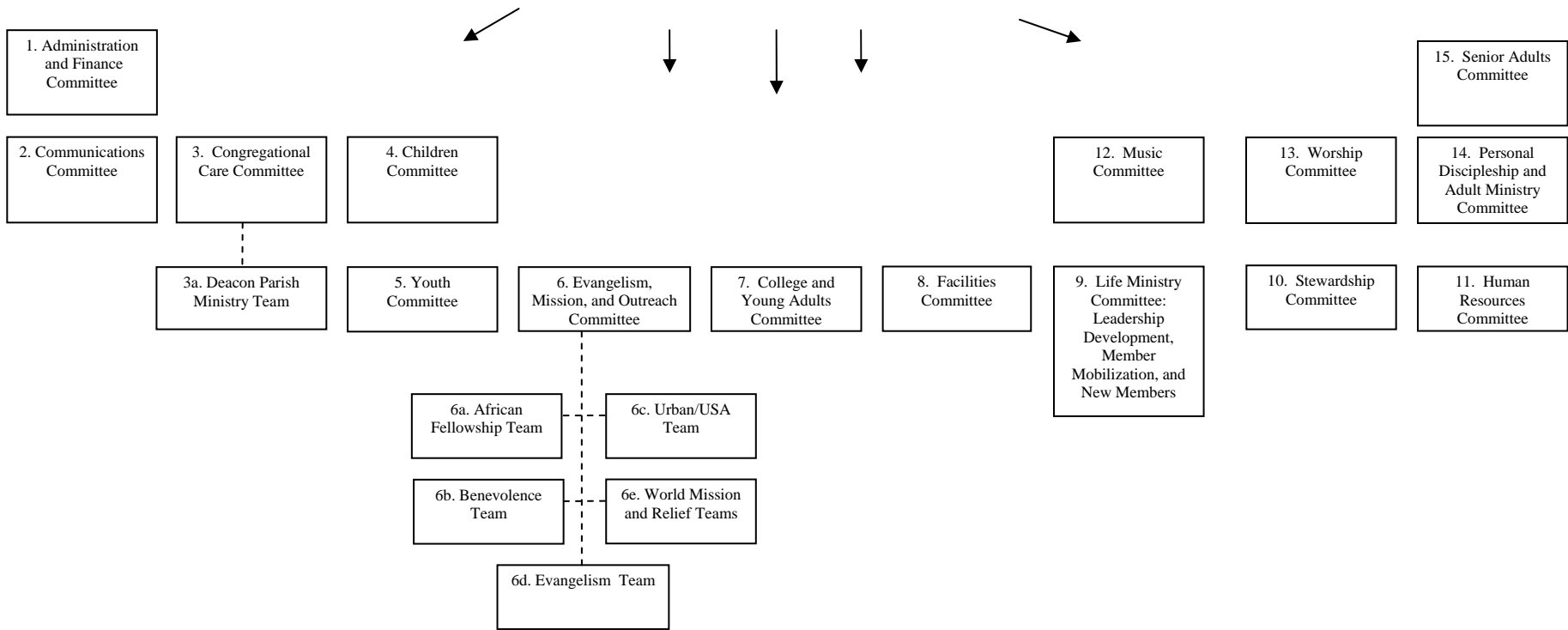
Support and Shared Services (Committees of the Management Council) – Committees of the Management Council oversee all administrative support, financial management, communications, and the operation and maintenance of church facilities. “Support and Shared Services” support Governance, Management, and Ministry

Ministry – Ministry Matrix and Ministry Leadership (Program and Life Stage Committees) – the Program and Life Stage Committees and all of their leadership Teams and Ministry Teams comprise the “Ministry Matrix.” The Committees provide leadership and the Ministry Teams perform the ministries of the church.



Management Council –
 Comprised of the Moderators of Fifteen
 Committees and Six Teams,
 eight Staff Advisors, and a non-voting Moderator

**Fifteen Committees of the
 Management Council and Six Teams**



5. Organizational Structure – Terminology

A “Council” or “Committee” is a governance, management, or leadership body. A “Ministry Team” is a group actively engaged in specific ministry activity, but it also involves governance, management, and leadership within its ministry area. We have only one Council – the Management Council. The goal is to never have more than three layers of governance, management, or leadership. Any group under a Committee should in most cases be a Ministry Team actively engaged in ministry; however, the ministry areas of some Committees have a leadership team that provides leadership for several Ministry Teams. We refer to this leadership team, as a “Team.” It reports to a Committee and supervises multiple Ministry Teams

6. Session Governance Committees

- ***Church Relations*** – This Committee fosters the relationship between the church and the PC(USA) interdependent governing bodies, including the Presbytery and the General Assembly, and coordinates the activities of the church in influencing these bodies
- ***Vision, Policy and Theology*** – Moderated by the Senior Pastor, this Committee will engage in forward thinking, reviewing the conformity of all existing ministries and programs of HPPC with our Mission and Vision Statements and Core Values, and in trying to discern God’s will for the future of our church. The Committee will develop and suggest policies and initiatives for the Session’s consideration and will serve as a catalyst for always keeping our mission, vision, values, theologies, and our policies vital and alive in the mind of the Session and in line with one another.
 - This Committee also receives reports from the other Session Committees and the Management Council and sets the agenda for Session meetings, ensures that the Session discharges its annual responsibilities, provides mentoring and orientation for new elders, ensures that all Committees report to the Session in a coordinated and effective way
 - This Committee will be involved in an ongoing evaluation of existing ministries, programs, policies and procedures and will maintain the Manual of Operations

7. The Management Council and its Committees

The functions of the four Management Council committees are easily understood through their names: Administration and Finance, Communications, Facilities, and Human Resources. These committees administer the Shared and Support Services that the church needs to operate

8. Ministry –The Ministry Matrix

The other Committees of the Management Council comprise the “Ministry Matrix.”

The “ministry matrix” provides for an integrated organizational model that with proper management will eliminate the tendency of Committees to work independently (the “silo effect”) and should keep the “silo effect” from re-occurring in the future. The matrix acknowledges the inter-dependent nature of our Program and Life Stage related ministries by interconnecting them as follows:

(a) Life Stage Ministries – Purpose

- (1) To shepherd and support the individual members within their community in “growing and maturing” as a disciple and in “making disciples;” and
- (2) To ensure that program ministries maintain relevance to their constituency.

(b) Program Ministries – Purpose

- (1) To provide outstanding programs and service opportunities that foster the mission of HPPC;
- (2) To ensure integrated and inter-connected functional ministry programs across all life stage communities.

9. Five “Life Stage” Communities: The “Community-Connection” Foundation for Discipleship

Each Life Stage Community is responsible for fostering community and relationships within its members. These Communities are NOT intended to create “age silos.” They are intended to be the “open door” to an intergenerational church. From the “home base” of a participation in a life stage community, each member will be actively encouraged to become involved in Program Ministry Teams which are intergenerational and cut across all life stages.

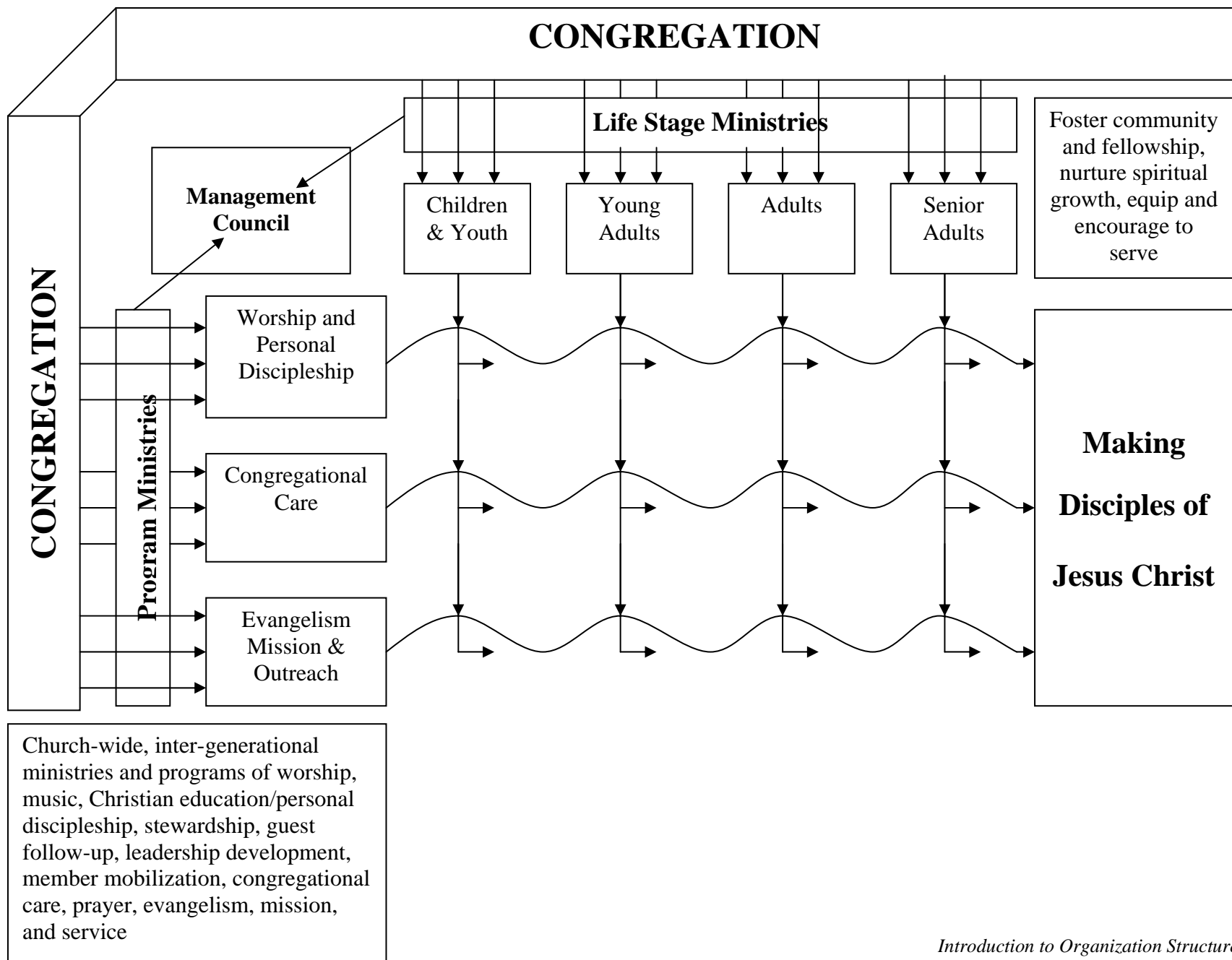
Every person in the church will have a “home” community, a Life Stage Community equipped and encouraged by a Committee. Every member, through his or her Life Stage Committee and community will have a Pastor devoted to his or her “home” community, his or her life stage group.

The Associate Pastor of EMO and Lifestyle Stewardship will be the Pastor for seekers, inquirers, visitors, and new members. They form a “spiritual” life stage community.

Committee		Lifestyle Stewardship Committee	Children and Youth Committees	College and Young Adults	Adults	Senior Adults
Life Stage	Entire Congregation	Seekers, inquirers, visitors, new members	Birth through High School	College through 34	35 – 64	65 and over
Pastor	Senior Pastor	Associate Pastor of Evangelism, Mission, Outreach and Lifestyle Stewardship	Associate Pastor for Children and Youth	Associate Pastor of College and Young Adults	Associate Pastor of Adults and Personal Discipleship	Associate Pastor of Congregational Care and Senior Adults

10. “Making Disciples of Jesus Christ” – The shared goal of Program and Life Stage Committees – Diagram

The common goal of both the Life Stage and Program Committees is to involve every person in the church in “Making Disciples of Jesus Christ” by involving them in the “Journey of Discipleship” -- a journey that involves growing and maturing as a disciple and intentionally making new disciples. The Life Stage Committees nurture spiritual growth, foster community, and equip its members for this journey. They provide a key component of discipleship – fellowship and community. They also actively encourage all of their members in participation in Program Committees ministries and programs. The Program ministries provide resources and programs for all of the key components of discipleship. This inter-relationship is illustrated on the following page:



11. Distinctives of the Organizational Structure

- **Life Stage Committees**
- **Ministry Matrix**
- **Organizational Structure Parallels the “key elements of discipleship”**
 - Community or fellowship, worship, personal discipleship, service, and mission
- **The role of "pastors" as "pastors"**
 - Each Life Stage pastor (including EMO/LS as the pastor for "the un-churched, the seeker, the visitor, the new Christian and new believer) is a pastor for a Life Stage Community and will place special emphasis on the spiritual and other needs of his or her community
 - Every member will thus have a "pastor"
 - Support of and collaboration with ordained staff, including the Senior Pastor
 - Intentional discipling of key leaders and participants in each ministry area
 - Enabling and equipping laity for ministry
 - Active participation in collaboration within the Management Council to ensure all major Life Stage and Program Committee goals and strategies are integrated and shared among all Committees and the Session
 - Enthusiastic and faithful participation with all ordained staff in providing pastoral care to the congregation
 - A commitment to teaching, as well as preaching the Word
 - A commitment to being a "Pastor" for the whole church -- commitment to the core areas of the Ministry of Word and Sacrament: preaching, leading worship, offering the sacraments, teaching, pastoral counseling, pastoral care, and performing funerals and weddings
 - A commitment to being a “Pastor” for a life stage community
- **Disciple-making as a unifying vision and activity**
 - A "journey of discipleship" or other discipleship model will be developed and adopted
 - Discipleship modeled by the Senior Pastor and Associate Pastors in a mutually discipling commitment to one another
 - Discipleship similarly modeled by each Associate Pastors through their discipling of key leaders, future leaders, and others within their ministry areas
 - Discipleship similarly modeled by Moderators and Vice-Moderators to key leaders, future leaders, and others
 - The ultimate goal is to have every member intentionally engaged in a community or a relationship that encourages him or her to grow and mature as a disciple and make disciples
- **An integrated organizational structure and a philosophy of ministry that supports this unifying vision and activity of every member actively growing as a disciple and making disciples**
 - The Ministry Matrix and the Management Council

- Program Committees provide outstanding programs and service opportunities that involve every aspect of growing and maturing as a disciple and making disciples and actively "pull" Life Stage members into participation into intergenerational programs and ministries
 - Life Stage Committees provide foster fellowship and community, nurture, shepherd and support growth and maturity as a disciple, equip for and encourage intentional disciple-making AND "push" participation of all its members in the programs and ministries of the Program Committees
 - The Management Council ensures an integrated and cooperative approach as all Committees work together toward shared goals
- The Ministry Matrix and Ministry Teams
 - The Session and all Committees perform governance and leadership and management functions
 - Ministry Teams perform ministry