

ST. MARK OPERATIONS MANUAL



INTRODUCTION

This Operations Manual has been compiled to provide instruction and guidance to the leadership of St. Mark Presbyterian Church. The objective of the manual is to document the methods and practices of church operations. It sets out the guiding principles and operational procedures to enable the effective and efficient working of the church's various organizations and programs. It contains policies, procedures, responsibilities and duties that should be followed by all conducting church ministries. Church leaders can better lead when good, up-to-date policies are in place and utilized and, as such, free them to focus on the important tasks of leadership. Through the policies and procedures set forth in this manual, the mission of St. Mark can better be accomplished.

(This manual shall be reviewed every three years by an ad hoc committee appointed by the session. Between regular reviews, any committee chair may recommend a modification to the manual in their area of responsibility. Personnel Committee has responsibility for the manual.)

The following is the hierarchy of governing documents for church operations:

- 1 Presbyterian Church (USA) Book of Order
- 2 St Mark Congregation and Corporate By-laws
- 3 This Operating Manual

St. Mark Presbyterian Church of Boerne, Texas, is a member church in Mission Presbytery of the Presbyterian Church (USA). Established in 1964, founders named the church "St. Mark" because the symbol of the lion and the scriptural witness of the apostle Mark characterized the congregation. St. Mark has the following mission:

"To glorify God, and by the power of the Holy Spirit, provide opportunities for all people to know, love, and follow Jesus Christ."

This mission statement reflects our commitment to:

- Gather as a community of believers who are passionate about our Lord & Savior, Jesus Christ.
- Glorify God through Christ-centered worship, which is central to our corporate life.
- Grow the Kingdom of God through opportunities for education, service, and witness as the life-renewing Spirit leads us.

The "Six Great Ends of the Church" from the Book of Order delineate a church's purpose:

- 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

These six key areas are the focus for the St. Mark mission: evangelism, fellowship, worship, education, mission and service.