



# ADAMS FARM COMMUNITY CHURCH

## Organizational Manual

(1/1/2026)

### Table of Contents

<b>Purpose &amp; Introduction</b>	2
<b>Organization</b>	3
<b>Teams, Committees &amp; Commissions</b>	4
<b>Appendix A: Teams &amp; Committees</b>	6
<b>Appendix B: Ministries</b>	9
<b>Appendix C: Curriculum, Calendar, Contributors, &amp; Collections</b>	9
<b>Appendix D: Annual Covenant</b>	10
<b>Appendix E: Social Media Policy</b>	11
<b>Appendix F: Starting A Ministry or Team</b>	12
<b>Appendix G: How to Run A Meeting</b>	13
<b>Appendix H: Unique AFCC Ministries</b>	14

## Purpose & Introduction

### **Purpose:**

This manual describes the organizational structure of Adams Farm Community Church, Inc. (AFCC)<sup>1</sup> and the appendix to the manual describes various ways AFCC supports our mission as listed under “What we believe.” This manual is as a supplement to the policies and procedures not covered by the Associate Reformed Presbyterian Church (ARPC) *Form of Government* (FOG). Nothing in this manual may override or contradict the *FOG*. The Clerk of Session is responsible for updates to this manual.

### **Who we are:**

AFCC is an Associate Reformed Presbyterian Church and affirms the *Westminster Confession of Faith* and *Catechisms* (Larger and Shorter), as well as the *ARP Form of Government*, *Book of Discipline*, and *Directory of Public Worship*.

### **What we believe**

**Our Motto:** Speaking Jesus' Truth in Love

**Our Verse:** “Speaking the truth in Love, we are to grow up in every way into...Christ.” ([Eph 4:15](#))

**Our Mission:** We are the Body of Christ: built up, joined together, and speaking the truth in love in order to equip the saints for the work of ministry. ([Eph. 4:12-16](#))

**Our Vision:** Adams Farm Community Church speaks Jesus' truth in love in order to build up the Body of Christ by equipping the saints for the work of ministry. ([Eph. 4:12](#))

### **Core Values:**

1. *The Word of God*, because lives are changed through the culturally relevant communication of God’s inerrant Word. ([2 Timothy 3:16-17](#))
2. *Worship*, because it is the primary privilege of believers, personally and corporately, to give God glory. ([Romans 15:6](#))
3. *Prayer*, because communication with God helps us to gain his perspective and releases his power for effective change. ([Luke 18:1](#))
4. *Community*, because service, support, and encouragement produce loving maturity in God’s family. ([Romans 12:5](#))
5. *Gift-based Ministry*, because it is God’s design to equip and empower every believer to serve for maximum effectiveness where his passion and gifts are best suited within the body of Christ. ([1 Timothy 4:10](#))
6. *Stewardship*, because Scripture instructs us to properly use the time, talents, and treasure that the Lord has given each believer. ([1 Peter 4:10](#))
7. *Evangelism*, because it is the joyful responsibility of every Christian to communicate the Gospel for the purpose of bringing people to maturity in Christ. ([1 Peter 3:15](#))

---

<sup>1</sup> A 501(c)(3) Organization, EIN 56-1795704

## Our Beliefs (Adapted from the Apostles' Creed)

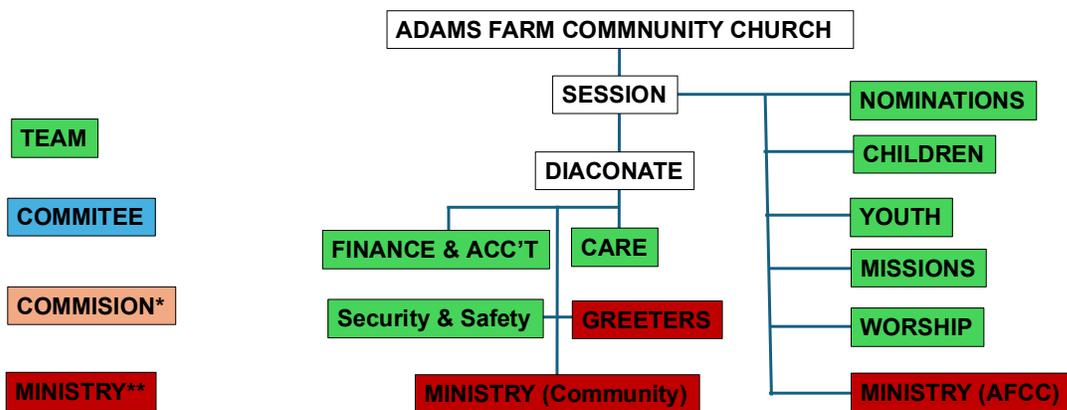
I believe in God the Father Almighty, Maker of heaven and earth;  
 And in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit,  
 born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead, and  
 buried.

He descended to the dead; the third day he rose again;  
 he ascended into heaven, and sits at the right hand of God the Father Almighty;  
 from there he shall come to judge the living and the dead.

I believe in the Holy Spirit; one Holy Church; the  
 communion of saints; the forgiveness of sins; the  
 resurrection of the body, and the life everlasting.  
 Amen.

## Organization

AFCC is organized in accordance with the Associate Reformed Presbyterian Church FOG which includes our Session, Diaconate, Teams, Committees, Commissions and Ministries that support our **Motto, Verse, Mission, Vision, and Values**. *For the purpose of this manual a Team is the same as a Board in the FOG and a Committee is a subset of a Team.* Membership at AFCC is described in chapter 4 of the FOG.



\* Require Session or Diaconate approval \*\*  
 Require Session Approval (see Appendix B  
 for list)

## The Session (FOG Chapter 6):

1. The Session is charged with spiritual oversight and governance of the AFCC congregation within the jurisdiction of a Presbytery. The Diaconate functions under the authority of the Session.
2. The Session plans, organizes and administers programs designed to enable the congregation to carry on the mission of God in Christ's Church by word and deed

in the community and also in the Presbytery, the General Synod and the whole world.

3. In order to institute and supervise the general work of the congregation, the Session has the power to appoint Teams, Committees, Commissions, and Ministries. Normally Teams, Commissions, and Ministries report to the Session but may report to the Diaconate if approved by the Session. Session approval is necessary for any proposed significant changes to the AFCC facilities.
4. ARP Churches are governed by Elders. Therefore, for legal matters, the members of the Session of the congregation shall be the trustees unless otherwise designated by the congregation or restricted by civil law (FOG 3.10).
5. The Session oversees yearly officer nominations. Elders at AFCC serve on a rotary system (FOG 8.5) for a term of 4 Years. Elders will take a 1 year break before they can serve on the Session again. Men must be members of AFCC for at least 1 year before being nominated to serve as Elders.

### **The Diaconate (FOG Chapter 5; AFCC Manual Appendix F):**

1. The Diaconate is responsible for the congregation's ministry to those in material need or distress and all such things covered by the term "mercy ministry."
2. The Diaconate provides for the material needs to those within the congregation and within the community with a heart of mercy and grace as these have been given to us. It shall encourage those in the fellowship to practice total stewardship, helping them to see that their possessions are a trust to keep before the Lord.
3. The Diaconate is responsible for the stewardship and maintenance of AFCC's physical facilities and property.
4. Session approval is necessary for any proposed significant changes to the AFCC facilities.
5. Women may serve as Deacons at AFCC.
6. The diaconate develops and manages the budget, administers receipts and disbursements, and safeguards the treasury.
7. Deacons at AFCC serve on a rotary system (FOG 8.5) for a term of 4 Years. Deacons must take a 1 year break before they can serve on the Diaconate again. Men and women must be members of AFCC for at least 1 year before being nominated to serve as Deacons.

## **Teams, Committees & Commissions**

*(FOG Chapter 13; AFCC Manual Appendix A)*

### **Teams (Boards)**

1. The term "Team" at AFCC is synonymous with "Board" in the FOG.
2. A Team is created by the Session to perform a continuing function. Once established, each team remains in existence from year to year until dissolved by the Session.
3. A Team may report directly to the Session or the Diaconate.

4. A motion to create a new team or start a new ministry should specify its name, purpose, responsibilities, authority, structure, connection to AFCC Core Values, and proposed Elder liaison.
5. See **Appendix E**, “Starting a Ministry or Team”

### Committees

1. A Committee reports to either The Session, Diaconate, or their Team and provides a roster each year.
2. A Committee is created with approval from the Session to carry out a particular task (either ongoing or limited).
3. A committee needs approval before taking actions not previously approved.

### Commissions

1. A Commission is formed for a specific purpose and limited term with the authority to act on its own without further approval. For more, see FOG 13.6

### Ministries (Appendix B)

1. AFCC also supports broad initiatives we call “Ministries.” There are two types of ministries: 1) “Internal” that minister to the congregation (such as Men’s and Women’s ministries under supervision of the Session) and 2) “External” Mercy or Outreach Ministries under supervision of the Diaconate (such as the Greensboro Urban Ministry) Generally speaking, ministries should have a clear gospel purpose.
2. Ministries require a lead but do not require formal meetings. Members and non-members of AFCC are encouraged to participate in Ministries.
3. Ministries shall be under the authority of the Session or the Diaconate as needed.
4. Ministries take on a variety of roles and purposes.
5. Ministries should be a good fit with the AFCC mission and the position statements of the ARP church.

**Appendix A:** Teams & Committees

**Appendix B:** Ministries

**Appendix C:** Curriculum, Calendar, Contributors, & Collections

**Appendix D:** Annual Covenant

**Appendix E:** Social Media Policy

**Appendix F:** Starting A Ministry or Team

**Appendix G:** How to Run A Meeting

**Appendix H:** Unique AFCC Ministries

**Appendix I:** Additional AFCC Publications

# Appendix A: *Teams & Committees*

***All Teams and Committees should be Gospel centered and support AFCC Mission, Vision, and Core Values. Team members must affirm the Team Member Covenant and Team Member Social Media Policy***

## **Teams that Report to the Session:**

1. **Children's Team:** Serves children from birth through Fifth Grade by facilitating activities such as Children's Church, VBS, Seasonal Festivals, and Core Kids.
2. **Youth Team:** Serves students from 6th - 12th grade by facilitating activities such as Sunday Night Youth and special activities.
3. **Worship Team:** Facilitates public worship gatherings where the Triune God meets and ministers to those assembled through Word and sacrament. Creates simple and sincere worship services that are participatory, reverent, orderly, and edifying.
  - a. **A/V Committee:** Operates the audio/visual booth (Sound, Lighting, Screens)
  - b. **Decorations Committee:** Decorates the church building and grounds for special seasons and services. Assists with liturgical colors.
4. **Missions Team:** In response to the Great Commission (Matthew 28:18-20), the Missions Team aids missionaries through prayer, encouragement, support, and educating the congregation.

## **Teams that Report to the Diaconate:**

1. **Safety & Security Team:** Ensures the safety and security of attendees during AFCC Worship services and community events.
2. **Care Team:** Fosters community at AFCC through care, comfort, and campus fellowship.
3. **Finance and Accounting Team:** Prepare the budget and financial accounting for the fiscal year (under direct supervision from the Diaconate).
4. **Greeter Team:** Provides a "first line" welcome to those attending AFCC functions.

## **Team & Committees**

1. **Team Essentials:**
  - a. A Team must specify its name, purpose, responsibility, and method of funding. It should specify a clear mission statement in keeping with the AFCC Beliefs listed above. It should also appoint a leader (chair), vice-

chair, and secretary. The secretary may also serve as chair or co-chair and is responsible for meeting minutes.

- b. Teams shall be made up of three (3) or more members.
  - c. At least 2/3 of the team should be members in good standing of Adams Farm Community Church.
  - d. Team leads and members should be approved by the Session and a revised roster provide to the Session at the first of each Church year.
  - e. Any team with less than three (3) members should notify the Session for direction.
  - f. Teams normally meet at least **twice a year** to be considered “active.”
    - i. Teams should set regular meeting times depending on the purpose, function and the responsibilities of the team.
  - g. Each Team is normally assigned an Elder (or pastor) Liaison who provides updates to the Session (unless under the diaconate).
  - h. The Diaconate should provide updates for the teams they are responsible for (Care, Finance & Accounting, and Security & Safety).
- 2. Committee Essentials:**
- a. A Committee must specify its name, purpose, responsibility, and term of existence. It should also appoint a Lead.
  - b. Committees will be made up of two (2) or more members.
  - c. At least 1/2 of the committee should be members in good standing of Adams Farm Community Church.
  - d. Committees must report back to their sponsor at least twice a year to be considered “active.”
  - e. Committees are not assigned an Elder Liaison.

### **Team and Committee Approval**

Approval from the Session is required when a team/committee wants to:

1. Set occasions, days, times, and places, and orders for services of worship.
2. Solicit funds or special offerings.
3. Take action that might result in a legally binding commitment, contract or liability of the church.
4. Take action that will be highly publicized or visible in the community or that is likely to generate significant controversy within the congregation.
5. Take action that would set a precedent, change, or establish a policy This includes those in this manual or other church documents.
6. Use any teaching materials that will be used, including small group studies, and Christian Education (see Adult Small Bible Group guidance appendix B).
7. The Session shall regularly reevaluate team/committee structures and eliminate, consolidate, realign, or redefine them as needed.

## Current Teams

<b>SESSION</b>	
<b>Teams</b>	<b>Committees</b>
<b>Children's</b>	
<b>Youth</b>	
<b>Missions</b>	
<b>Worship</b>	
	<b>Band</b>
	<b>Audio/Visual</b>
	<b>Decorations</b>
<b>DIACONATE</b>	
<b>Care</b>	
<b>Security &amp; Safety</b>	
<b>Finance Team</b>	

# Appendix B: *Ministries*

## Ministries

1. AFCC also supports broad initiatives we call “Ministries.” There are two types of ministries: 1) “Internal” that minister to the congregation (such as Men’s and Women’s ministries under supervision of the Session) and 2) “External” Mercy Ministries under supervision of the Diaconate (such as the Greensboro Urban Ministry) Generally speaking, ministries should have a clear gospel purpose.
2. Ministries require a lead but do not require formal meetings. Members and non-members of AFCC are encouraged to participate in Ministries.
3. Ministries shall be under the authority of the Session or the Diaconate as needed.
4. Ministries take on a variety of roles and purposes.
5. Ministries should be a good fit with the AFCC mission and the position statements of the ARP church (i.e. sanctity of human life, Biblical marriage).
6. Participants in ministries associated with AFCC should affirm the Team Member Covenant and Team Member Social Media Policy. (See **Appendix D.**)

## Current Ministries

<b>SESSION</b>
<b>Ministry</b>
<b>Mens</b>
<b>Womens</b>
<b>Small Group Bible Studies</b>
<b>Sunday Morning Prayer</b>
<b>John Kimmons Fund</b>
<b>DIACONATE</b>
<b>Sunday Greeters</b>
<b>Adopt-A-Highway</b>
<b>Benevolence</b>
<b>Pregnancy Network</b>
<b>GUM</b>
<b>Uplift</b>
<b>AFCP</b>

## Appendix C: Curriculum, Calendar, Contributors, & Collections

### Introduction

The Session bears the primary responsibility for ensuring that AFCC’s motto of “Speaking Jesus’ Truth in Love” is lived out consistently across our various teams and ministries. The Session vets guest speakers, reviews curriculum, and provides oversight for all AFCC initiatives.

Individuals are encouraged to participate in a wide variety of fellowship opportunities while recognizing that which may be suitable for a *private* enjoyment is not necessarily suitable for promotion in official church capacity.

Events and ministry opportunities not already approved by the session should submit details of the event to the Session for approval prior to scheduling or promoting AFCC Ministry events.

### **General Considerations**

1. “Does this offer “service, support, and encouragement [that produces] loving maturity in God’s family?” (see AFCC Core Value: Community)
2. Does event “...enable the congregation to carry on the mission of God in Christ’s Church by word and deed in the community...?” (F.O.G 6.7)
3. Does event “...encourage suitable measures for the spiritual advancement of the congregation and of the Church?” (F.O.G 6.8.15)

### **4 C’s**

**Curriculum:** All curriculum is to be approved in advance by the Session. The Session maintains a list of pre-approved publishers and bookstores that don’t require additional approval. See <https://tinyurl.com/curric-afcc>

**Calendar:** Events should be in keeping with AFCC’s overall mission. To reserve facilities, please fill out the facilities request form at [AdamsFarmChurch.com](http://AdamsFarmChurch.com). The Session also establishes guidelines for weddings and funerals held at AFCC.

**Contributors & Keynotes:** All Guest Presenters and performers, must be approved by the Session unless they are already a member in good standing of one of our sister ministries. For other guests, the Session will typically ask for a reference from their church and a copy of their mission statement.

**Collections:** Special donations are those which are not part of the approved Church Budget and require Session approval. Typically, the Session asks that ministries be supported from within the church’s tithes and offerings rather than special offerings or fundraising. The Session limits special offerings and fundraising.

## **Appendix D: *Annual Covenant*<sup>2</sup>**

1. I agree to support the Mission of Adams Farm Community Church (ARP), “We are the Body of Christ, built up, joined together, and speaking the truth in love in order to equip the saints for the work of ministry.” (Eph. 4:15) \_\_\_\_\_.
2. I agree to support the Vision of Adams Farm Community Church (ARP), “Adams Farm Community Church speaks Jesus’ truth in love in order to build up the Body of Christ by equipping the saints for the work of ministry.” (Eph. 4:12)” \_\_\_\_\_.

3. I agree to support the doctrines of Adams Farm Community Church (ARP) as set forth in the standards of the Associate Reformed Presbyterian Church. \_\_\_\_\_.
4. I agree to be a good steward of resources at AFCC, sharing my time, talent, and treasurer as the Lord leads. \_\_\_\_\_.
5. I agree to abide by the AFCC Social Media Policy (Appendix E) \_\_\_\_\_.

**For Word, Worship, Missions/Evangelism, & other Teaching-Based Teams:**

6. I agree that the Bible alone, being God-breathed, is the Word of God written, infallible in all that it teaches, and inerrant in the original manuscripts. \_\_\_\_\_.
7. I agree that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. \_\_\_\_\_.
8. I agree that the Lord Jesus Christ is fully God; fully Man. I believe in His virgin birth, in His sinless life, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His eventual return in power and glory. \_\_\_\_\_.
9. I agree that for the salvation of a lost and sinful person, regeneration by the Holy Spirit is essential. I believe that there is a present ministry of the Holy Spirit enabling the Christian to live a Godly life. \_\_\_\_\_.
10. I agree that I am living as a witness in my home, vocation, and community that is in keeping with the AFCC Mission, AFCC Vision, and the doctrines of the Associate Reformed Presbyterian Church. \_\_\_\_\_.
11. Do you have any objections to, disagreements or concerns with any part(s) of the above statements? \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, please explain on a separate page.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

***<sup>2</sup>Non-congregant team members will agree to and sign covenant and Team rosters will affirm covenant as part of annual roster submission to Session.***

## **Appendix E: Social Media Policy<sup>3</sup>**

The AFCC social media policy is a guide for both personal and official online conduct, emphasizing respectful communication, privacy, and ethical behavior.

**1. Truthful, Respectful Communication:**

- a. Posts should be thoughtful and truthful. Posts should avoid negativity, profanity, discrimination, gossip, slander, or misinformation.

\_\_\_\_\_

- b. Be mindful of your audience and the potential impact of your words.
- c. Use an appropriate tone reflecting the church's message and platform.
- d. Refrain from engaging in online conflicts, personal attacks, or “hot takes.”

## **2. Privacy and Confidentiality:**

- a. Never share personal information or photos without a person’s consent.
- b. Do not engage in private messaging on official accounts.
- c. Treat all online communication as if it is public.

## **3. Official Representation:**

- a. Only authorized individuals should speak on behalf of the church.
- b. Use personal accounts cautiously and avoid using them to represent the church.
- c. Be mindful of the potential for your personal posts to impact the church's reputation.
- d. As a church officer or leader, your "likes," memes, re-posts, and links will be considered by many to be an endorsement. Your posts should be in harmony with the various position statements of the ARP Church and the ministries AFCC supports.

## **4. Accountability:**

- a. Discipline for violating the policy will be done in the spirit of “Speaking Jesus’s Truth in Love” and in accordance with the ARP Book of Discipline.

*<sup>3</sup>To be reviewed and acknowledged annually by Staff, Active Officers, Ordained Elders; Leaders of Teams, Committees, Ministries and Members of Teams.*

# **Appendix F: Starting A Ministry or Team**

## **Considerations:**

- Have you prayed about it?
- Have others encouraged you to be involved?
- Do you have a lead volunteer(s)?
- Are you/they willing to give at least 1 year in support (recruitment, management, promotion, etc.)?
- Is the lead volunteer a member in good standing of AFCC? If not, what are some ways they will be accountable when they represent the church during their work for this project?
- Has the lead volunteer been approved by the Session? (F.O.G. 6.8.19)
- Has the lead volunteer reviewed the Social Media Policy ( Appendix E) and, if not a member of AFCC, signed the Annual Covenant (Appendix D)?
- Has the cost for this ministry been approved by the Diaconate? (F.O.G. 5.7)? Does this ministry meet a true, definable need that isn’t being met elsewhere?
- Does this project clearly present the Gospel of Jesus Christ on a regular basis? If not, what are some reasons to fund it with church tithes/offerings?
- Is this project a good fit with AFCC essentials such as our: Core Values, Mission/Vision, Ordination standards, Position papers on Human Sexuality, Abortion, etc?

### **If this project is in support of an external ministry or organization:**

- Do you have a copy of their Doctrinal or Mission statement?
- Do you have their budget/financial report on file?
- Are they a 501(c)3 or members of ECFA.org?
- Are most of the directors or board members in good standing of Christian churches?

## **Appendix G: *How to Run A Meeting***

### **Scheduling or Calling a Meeting**

Meetings use the most recent edition of *Roberts Rules of Order* for parliamentary procedures. Meetings are usually held on a recurring schedule, but can also be “called” by the chair or two members who are not related. 7 days notice is preferable for called meetings.

### **Quorum**

A simple majority (50% + 1) is a sufficient quorum for most ministry teams or committees (1/4 approved membership for Congregational Meeting). Without a quorum, the committee members may A) Adjourn, taking up business at the next regular meeting or B) Recess for a short break to round up members for a quorum.

### **Conducting Business (Getting Things Done Through Motions)**

- 1. Proposing the Motion:** Member raises hand to address the presiding officer and waits to be recognized.
  - a. The presiding officer recognizes the member.
  - b. The Member proposes a motion. Saying “I move that ...” and then waits for the motion to be seconded.
- 2. Seconding the Motion:** Once the motion has been made, the topic will be discussed only *after* another member has seconded the motion by saying “I second the motion.”
  - a. If no one seconds the motion, the chair may ask, “Did the chair hear a second to the motion?” If there is none, the chair will declare, “The motion is lost for want of a second.”
  - b. *The purpose of requiring a seconding of a motion is to confirm that more than one member of the assembly wishes to discuss it. Seconding a motion does not necessarily signify agreement. A member may second a motion simply to secure closure on an issue.*
- 3. Discussing the Motion:** No one may speak to the motion unless recognized by the chair.
  - a. While another person is speaking, the other members of the assembly will give that speaker their full attention.

- b. The motion can be withdrawn by the motioner, amended by any member or voted on. Note: Amendments must *also* be seconded, discussed, and voted on.

#### **4. Voting on the Motion:**

- a. The Presiding officer calls for a vote on the motion (“putting the motion to a vote”) when all members have finished discussion or he/she deems the discussion has become redundant.
- b. He/she will ask for any further discussion. If none, the discussion is closed. The chair will then take the vote by announcing: “*All in favor of the motion* to (restate the motion if needed) say “aye.”
- c. The chair will ask “*all those opposed*” say “nay”

### **Congregational Meetings**

AFCC Congregational meetings follows the ARP Form of Government and Roberts Rules of Order. In addition, AFCC typically observes the following:

- a. Speakers are limited to 2 minutes until everyone who desires to speak on a motion has done so. After that, discussion continues until the question is called.
- b. AFCC uses a secret ballot when voting on officers. Deacons destroy the ballots per the FOG.

## **Appendix H: Unique *AFCC Ministries***

### **Kimmons Ministry Fund (John Kimmons Evangelism Fund):**

1. The fund falls under the AFCC 501c3
2. It is managed by John Kimmons through donations given specifically to the fund
3. The fund is used for ministry in the community, nation and world
4. A monthly report of expenditures should be submitted to the Session 1 week prior to the monthly meeting
  - a. Expenditures of \$500 or more must list AFCC core value it supports.
5. Expenditures of \$1000 or more must get Session approval
  - a. Two elders must approve prior to dispersal.

### **Adams Farm Christian Preschool, Inc.**

1. AFCCP operates as an independent 501c3 on the AFCC Campus
2. It is led by a Director and Board
3. Board Members include at least 2 members of AFCC
4. AFCC contributes to AFCCP based on a percentage of our general fund giving each year.
5. For more on AFCCP, see the AFCCP Bylaws.

6. AFCC and AFCP share property and liability insurance

## Appendix I: *Additional AFCC Publications*

*Selecting a Bible Study / Pre-Approved Curriculum List*

*PYC (Protect Your Children) Training Workbook*

*Short Term Missions Manual*

*Safety & Security Team Manual*

*Pre-Marital Counseling & Weddings Workbook*

*Funerals & Memorial Services Workbook*

*Facilities Request Form*

*Diaconate Responsibilities Info Sheet*

*Inclement Weather Policy*

***For additional information, please visit our website,  
[www.AdamsFarmChurch.com](http://www.AdamsFarmChurch.com)***