

## **POLICIES AND PROCEDURES FOR FELLOWSHIP GROUPS**

### **PRESBYTERY OF SAN FERNANDO**

#### **INTRODUCTION**

In keeping with our openness to God's calling and forming of worshiping communities of faith, the Presbytery of San Fernando encourages the development of new fellowship groups. A fellowship group is defined as being a group of people brought together by its own leadership or by initiation from the presbytery for worship, fellowship, and mission, with the intent of becoming a New Church Development (NCD) within the Presbyterian Church (U.S.A.).

#### **PART 1 - POLICY**

- A. The responsibility for fellowship groups is spread between presbytery staff and two relevant committees: Evangelism and Church Growth (ECG) and Committee on Ministry (COM). ECG will be responsible for the administration of this policy with participation of COM in matters relative to pastoral leadership.
- B. The committees and staff of the presbytery shall make themselves available to consult and advise these groups on procedures and policy, to assist with problems that may occur, and to encourage them in their development.
- C. Although it is not common practice for presbytery to provide financial support for fellowship groups, ECG will help groups in seeking funding from other sources outside the presbytery.
- D. Fellowship groups under the sponsorship of existing Presbyterian churches, whose members are included in membership rolls of the sponsoring churches, are not eligible to be covered by this policy document until jurisdiction of their oversight has been transferred from the session of the local church to the presbytery. Partial financial support for such fellowship groups may be available, but only following dialogue and agreement between the presbytery and the sessions.

#### **PART II - PROCEDURES**

- A. To become a fellowship group of the Presbytery of San Fernando, the interested group must meet the following criteria:
  - 1. Request the presbytery through ECG to recognize it as a fellowship. The attached application form is to be used for this purpose.

2. Indicate that the leader and congregation intend to become a part of the Presbyterian Church (U.S.A.)
  3. Show an understanding and affirmation of Presbyterian policy and beliefs and indicate the group's full cooperation with the supervision of the presbytery.
  4. Form a steering committee that truly represents the group, including the areas of gender, race, and age. ECG oversight of the steering committee will be provided by presbytery staff or ECG committee representatives.
  5. The group should have a place located and secured to gather and worship regularly.
  6. The group must be able to demonstrate its ability to maintain the ministry financially.
  7. A certificate of liability insurance must be provided to the presbytery.
- B. The fellowship group will keep standard formal minutes of its steering committee meetings, records of attendees, and accounts of all monies received and disbursed. The group will be encouraged to contribute to Presbyterian general mission. Sacraments and weddings may be preformed within the group only with proper authorization from COM and presbytery.
- C. The leader of a fellowship group may be an ordained pastor, a Commissioned Lay Pastor, or a lay leader. COM will support and guide pastoral leadership as needed. If the group does not have specific pastoral leadership, it may request ECG/COM assistance in finding a leader.
- D. An established presbytery-related fellowship group should consider application to the presbytery to become an NCD when it has attained at least 25 regular worship attendees, is growing in attendance, has strong leadership, and has shown fiscal responsibility. An initial two-year Probe may precede the formal move to NCD status. When approved to proceed to NCD status, presbytery will, at that time, help in the preparation of an application for funding (from presbytery, synod, and General Assembly). The group should refer to the presbytery's NCD Policy for instruction in this regard.

**APPLICATION FOR RECOGNITION AS A FELLOWSHIP GROUP  
BY THE PRESBYTERY OF SAN FERNANDO**

1. Name of Group\_\_\_\_\_

2. Meeting Location\_\_\_\_\_

3. Schedule of Events\_\_\_\_\_

4. Geographic Area from which the Group is Drawn\_\_\_\_\_

5. Group Identity (nationality, language, etc.)\_\_\_\_\_

6. Pastor/Commissioned Lay Pastor/Lay Leader:

Name\_\_\_\_\_

Address\_\_\_\_\_

Telephone(s), Fax\_\_\_\_\_

7. Names, addresses, and Telephone Numbers of Steering Committee (attach).

8. Description of Group (activities, size, worship style) (attach)

9. Signed Statement of Intent:

**This Fellowship Group agrees to abide by the “Policies and Procedures for  
Fellowship Groups - Presbytery of San Fernando”**

\_\_\_\_\_  
Pastoral Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member of Steering Committee

\_\_\_\_\_  
Date