

CHURCH OFFICER TRAINING

This take-home test is designed to help you learn many of the things you'll need to know about Presbyterian polity as an officer in the church. You are encouraged to use your **Book of Confessions** and **Book of Order** in answering these questions.

- Who is the Head of the Church? (F-1.02)
1. _____

- Name the three categories of membership in the Presbyterian Church (U.S.A.)? (G-1.04)
2. _____
3. _____
4. _____

- Can anyone be denied membership for a reason not related to profession of faith? (G-1.0302)
5. _____ Why? _____

- The Constitution of the Presbyterian Church (U.S.A.) consists of: (F-3.04)
6. _____
7. _____

- How often must a congregation meet? (G-1.0501)
8. _____

- Who can call a congregational meeting? (G-1.0502)
9. _____
10. _____
11. _____

- How does the Presbyterian Church (U.S.A.) understand its property? (G-4.02)
12. A _____ for _____

- What rolls and registers must the session keep? (G-3.0204)

13. Rolls: _____

14. Registers: _____

- Can the pastor, moderating a meeting of the congregation, ever break a tie vote? (G-1.0501 & 2.0503)

15. Yes or No Why?

- What do Presbyterians consider "the only rule for faith and manners?" (F-3.0107)

16. _____

- What are the four councils that govern the Presbyterian Church (U.S.A.)? (G-3.0101 & F-3.0203)

17. _____

18. _____

19. _____

20. _____

- Who governs the church? (F-3.0202)

21. _____; _____ & _____

- Who normally serves as the secretary of a congregational meeting? (G-1.0505)

22. _____

- All pastors belong to what two governing councils in the church? (G-2.0502, G-3.0306, & G-6.0201)

23. The _____ and the _____.

- Who owns session's records? (G-3.0107)

24. _____

- How many people must count and record all offerings? (G-3.0205a)

25. _____, or _____.

- Who is responsible for approving the annual budget of a congregation and who must this information be shared with? (G-3.0205)

26. _____

- What is the difference between a committee and a commission? (G-3.0109)

27. _____

- What responsibilities of the pastor in worship are not subject to the authority of the session? (W-1.4005)

28. _____

29. _____

30. _____

31. _____

32. _____

- Must the pastor confer with a worship committee in planning particular services of worship? (W-1.4005)

33. Yes or No

- Our congregation is a member of the Presbytery of:

34. _____

- Our presbytery is a member of the Synod of:

35. _____

- The four sections of the *Book of Order* are: (F-3.04)

36. _____

37. _____

38. _____

39. _____

- Although John Calvin suggested that the Lord's Supper be a part of worship each week, how often **must** a Presbyterian congregation celebrate Communion? (W-2.4009)

40. _____

- What two sacraments are recognized by Presbyterian Christians? (W-3.3600)

41. _____ and _____

- What does the following motto mean: "*Ecclesia reformata, semper reformanda secundum verbum Dei?*" (F-2.02)

42. _____

- The "Great Ends of the Church" are: (F-1.0304)

43. _____

44. _____

45. _____

46. _____

47. _____

48. _____

- What "notes" or "marks" that help us recognize the presence of the true Church that is faithful to the mission of Christ in our own time? (F-1.0303)

49. _____

50. _____

51. _____

- What determines the forms and structures needed for the church to do its work? (G-3.0106)

52. _____

- As it leads and guides the witness of the congregation, what three things must the session keep before it? (G-3.0201)

53. _____
_____ (F-1.0302, F-1.0303, & F-1.0304)

- What is the ministry of deacon, how can deacons be organized, and who supervises their work? (G-2.0201 & G-2.0202)

54. _____

- A faithful member bears witness to God’s love and grace and promises to be involved responsibly in the ministry of Christ’s Church. Such involvement includes: (G-1.0304)

55. _____
56. _____
57. _____
58. _____
59. _____
60. _____
61. _____
62. _____
63. _____
64. _____
65. _____

- A person may become an active member of a particular church by requesting the session to receive them in one of three ways: (G-1.0303)

66. _____ (including baptism, if never previously baptized)

67. _____

68. _____

- For what reason must a member of the church accompany the pastor when she or he takes Communion to the sick and shut-in members? (W-2.4010)

69. _____

- Unless sent by the presbytery, no person shall be permitted to preach in any church except by invitation of the: (W-2.2007)

70. _____ with concurrence of the _____.

- Name and briefly describe the creeds, confessions, and catechisms found in our *Book of Confessions*:

71. Name: _____

72. Description: _____

73. Name: _____

74. Description: _____

75. Name: _____

76. Description: _____

77. Name: _____

78. Description: _____

79. Name: _____

80. Description: _____

81. Name: _____ and the Larger and Shorter _____

82. Descriptions: _____

83. Name: _____

84. Description: _____

85. Name: _____

86. Description: _____

87. Name: _____

88. Description: _____

- What are the provisions by which the elements of the Lord's Supper can be extended to those isolated from the community's worship? Who can take people communion and when? (*W-3.3616e*)

89. _____

- When the Lord's Supper is observed in connection with the visitation of the sick and those isolated from public worship as a means of extending the church's ministry to them, what must happen and who must be present? (*W-2.4010*)

90. _____

- These last questions may be answered either True or False:

- _____ 91. The session may delete names from the active member roll when a member has ceased to participate actively in the work and worship of the congregation for a period of one year. *(G-3.0204)*
- _____ 92. The baptism of an infant/child is not really complete until that person makes a public profession of faith and is received as an active member of the congregation. *(W-2.3006-7)*
- _____ 93. Our *Book of Order* says that it is the responsibility of the pastor to prepare persons for baptism, for active membership (new member's classes), and for serving as an officer in the church. *(W-2.3012e, G-1.0402)*
- _____ 94. An elder who is not currently serving on the session may be elected by the session to serve as a commissioner to meetings of the presbytery. *(G-3.0301)*
- _____ 95. The session is responsible for the selection of Scripture to be read in all services of public worship and should exercise care so that over a period of time the people will hear the full message of Scripture. *(W-2.2002)*
- _____ 96. Even though an active member believes that she or he is called by God to service as an ordained elder, that call must have the approval of God's people and the concurring judgment of the session. *(G-6.0106)*
- _____ 97. Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law; or (3) she or he reasonably believes that there is risk of future physical harm or abuse. *(G-40302)*
- _____ 98. The session shall elect a treasurer for such a term as the session shall decide and shall supervise his or her work or delegate that supervision to a board of deacons or trustees. Those in charge of various congregational funds shall report at least annually to the session and more often as requested. *(G-3.0205)*
- _____ 99. In the case of a split in a particular church, the church's property will be retained by the side which constitutes at least a majority of the former congregation. *(G-4.0207)*
- _____ 100. The nominating committee of a congregation must be elected by the congregation and must consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. *(G-2.0401)*