

**1. Title:**

Long Range Planning Committee

**2. Purpose:**

The need for on-going long-range planning was recognized by the Church's Core Strategy Team in its report to Session on April 19, 2007. Additionally, The Administration Ministry Team Leader introduced a motion at the March 2009 Session meeting that a standing church committee be created to address strategic planning 3-5 years out. The Session, on April 16, 2009, approved the motion to create "a strategic planning committee". The meeting's minutes state the following: "... the concept of developing a group to look at matters pertaining to administration, facility, financial, and personnel needs going forward. The committee would gather information in order to ensure proactive needs assessment and problem identification and to develop recommendations for the Session to consider. The purpose of the committee is essentially to support the work of the Session. During the process of establishing the committee, the paper titled *FPC Long Range Planning Committee Charter and Organization* was approved by the Pastor in February 2010. The paper is an Appendix in the Manual of Operations. The first LRPC meeting was held February 15, 2010.

**3. Policy:**

3.1 The function of strategic/long-range planning shall be performed by a Session's "Special Committee", the Long Range Planning Committee (LRPC). Its function includes gathering and evaluating information, documenting findings, developing recommendations and reporting these to the Session. The objective is to ensure proactive needs assessments; problem identification, identification of staffing requirements, needs for programmatic changes, and budgetary requirements sufficiently in advance for timely management decisions. It is generally not planning for the current nor next calendar years but for 3-5 years out (OPS 03.01, 3.9.2).

3.2 The LRPC shall have a chairman who is nominated and approved by the Session.

3.3 The term of the chairman shall be three years. A chairman may serve one consecutive term of three years but shall not serve more than one consecutive term for a maximum of six (6) years. Since long-range planning is closely associated with fiscal matters, the term for the chairman should begin in January at the start of a new fiscal year.

3.5 The LRPC shall consist of a minimum of five members including the chairman. Members shall be persons who volunteer to serve on the committee.

Ideally the LRPC shall have members who have served on sessional ministries and are familiar with sessional ministries' functions. An objective is to achieve a diverse membership representation of the church's demographics and programs while bringing to the committee people having the necessary knowledge and skills for effectively performing the planning function.

3.4 The LRPC shall be responsible for developing and routinely refining guidelines for performing the church's long range planning. These guidelines shall be an appendix in the Manual of Operations.

3.5 Church officers and members of the congregation should apprise the LRPC chairman of any concerns regarding matters for consideration in long range planning.

3.6 Minutes of the LRPC's meetings shall be distributed to each of the Sessions' members.

3.7 The Administration Ministry shall be responsible for revising this OPS.

**4. Definitions:**

**5. References:**

- Session's minutes dated March and April 16, 2009.

**6. Applicability:**

The church's long range planning shall be accomplished by the provisions of this OPS. The Session is ultimately responsible for the church's long range planning. The LRPC is essentially an agent of the Session for performing the function of long range planning and providing the Session with adequate long range plans for its approval and execution.

**7. Procedures:**

7.1 The LRPC Chairperson shall distribute in advance an agenda and convene the committee at his/her discretion.

7.2 Minutes shall be recorded and when approved distributed via email to the Session's members.

7.3 The LRPC shall accomplish its function according to the *Guidelines for Long-Range Planning*. The LRPC shall routinely make improvements in the planning process and publishing such improvements in the *Guidelines for Long Range Planning*.

7.4 Written reports shall be provided to the Session according to the *guidelines*.

**8. Review Schedule:**

The review date for determining if a revision is necessary is the anniversary of the effective date.

**9. Approval:**

Session approved this OPS on the above effective date.