

NEW SESSION WORK STRUCTURE

for 1995 etc.

STANDING COMMITTEES OF SESSION

1. Standing Committees are Session committees, established to conduct the various parts of the Session program.
2. Chairpersons of standing committees shall be elected members of the Session. They will be appointed annually by the Session at the stated meeting in December.
3. Chairpersons of standing committees shall be responsible for the oversight, development and execution of programs within their committee, including the expenditures of approved and budgeted money. Chairpersons are directed to delegate responsibility for work, retaining for themselves the appropriate supervisory and managerial tasks.
4. Committee members:
 - A. Each committee is strongly encouraged to select members of the congregation to serve on committees. The committee size shall be equal numbers of Session, Deacons, and congregational members.
 - B. Congregational members of all committees will ordinarily be appointed for a one year term.
 - C. Each committee and subcommittee will submit to the Clerk of Session a roster of committee personnel.
 - D. The Clerk will complete a composite list of all members and their respective committee assignments.
 - E. The complete list will be distributed to each committee.
 - F. Each committee will submit to the Clerk all new committee assignments.
 - G. Each committee (except Personnel) shall consist of Two (2) elders, two (2) deacons, selected annually at the December Stated meeting of Session.
 - H. A Chairperson and two supports will be chosen from the two (2) elders. The supports shall be so distributed from the classes that they will have time to learn and serve as chairperson of the committee.

- I. The Personnel Committee shall consist of the chairpersons from each Session committee.
5. **SESSION COMMITTEE STRUCTURE:** The Session shall approve annually, after evaluation of the recent structure, a committee structure that best accomplishes the work of the Session. This structure shall be written and printed for each active Elder and published in the Church newsletter.
6. **DEFINITION AND RESPONSIBILITIES**
 - A. **Christian Education:** This committee shall promote and guide the total education program of the Church for children, youth and adults.
 - .1 develop and supervise the program for children from nursery through eighth grade, to include church school, vacation bible school camp and children's choir;
 - .2 develop and supervise the program for youth from ninth through twelfth grade;
 - .3 develop and supervise the adult program to include church school, women's and men's association, young adult programs and adult forums;
 - .4 supervise the program for scouting of all ages
 - .5 schedule confirmation class
 - .6 recruit and train church school teachers
 - .7 maintain the library and audio-visual equipment and supplies
 - .8 supervise the Church School Superintendent.
 - B. **OUTREACH, FELLOWSHIP AND EVANGELISM:** The committee shall be responsible for stimulating outreach into the community. The committee will be concerned with strengthening the church's commitment to recruit, visit and orient potential members. The committee shall encourage the work of outreach in other organizations of the church.
 - .1 develop programs for visibility in the community
 - .2 identify and contact regular attendees
 - .3 develop programs that orient and inform visitors about the life and program of the church
 - .4 disseminate to newspapers, community organizations events that are happening within the life of Elm Street Church.
 - C. **STEWARDSHIP/FINANCE:** This committee shall be responsible for the education of members regarding Christian stewardship and the general

and local mission of the Church. It will be responsible for overseeing the financial program of the Church.

- .1 Maintain a current listing of Time and Talent pledges
- .2 recommend to the Session special offering programs that are suggested or requested by other judicatories
- .3 procure responsible pledges from all members
- .4 counsel with these persons delinquent in their pledges responsibility
- .5 prepare and supervise the Church's Mission budget
- .6 prepare or cause to be prepared monthly, quarterly, and annual financial statements as required by the by-laws
- .7 count, safe keep, bank and maintain records of all moneys received by the Church
- .8 audit Church books and financial records
- .9 care of memorial records and funds
- .10 supervise the work of the Church Treasurer.

D. **WORSHIP/MUSIC:** This committee shall be responsible for all aspects of both the private and corporate worship life of the church. It shall plan Sunday and special worship services in consultation with the Pastor; develop and promote prayer life through groups, conferences and retreats; obtain, promote and distribute appropriate literature to enrich the spiritual life of individuals.

- .1 Develop a complete music program for the Church
- .2 prepare and serve or cause to be prepared and serve the Holy Sacraments
- .3 care for sanctuary decorations to include care and arrangements of flowers and plants
- .4 develop and promote lay leadership in worship.

E. **PERSONNEL:** The committee shall be responsible for the support, evaluation and coordination of staff members. It shall consist of it's Chairman plus the Chairman of each of the other committees.

- .1 Coordinate personnel policy and practice across the whole staff
- .2 recommends salary policy and reviews salary actions

- .3 establishes clear work responsibilities for each position (position descriptions)
- .4 encourages professional effectiveness and growth, by such means as reviewing work objectives and accomplishments
- .5 recommends to Session personnel policies including how such responsibilities as employment and separation are accomplished. Interprets policies and monitors their effectiveness
- .6 implements a plan for equal employment opportunity
- .7 sets up a schedule for conferring on a regular basis with each staff person
- .8 meets regularly tow (2) times a year and often if deemed necessary
- .9 provide a readily available support group for the pastor and staff in time of triumph or trouble.

F. BUILDINGS AND GROUNDS:

- .1 Supervise custodian
- .2 assign duties to committee members
- .3 responsible for contracting snow removal
- .4 watch over building and grounds for needed repairs
- .5 assess fees for use of building.

STEWARDSHIP/FINANCE

1. COMMITTEE DEFINITION AND RESPONSIBILITIES

A. This committee shall be responsible for the education of members regarding Christian stewardship and the general and local mission of the Church. It will be responsible for overseeing the financial program of the Church.

- .1 Maintain a current listing of Time and Talent pledges
- .2 recommend to the Session special offering programs that are suggested or requested by other judicatories
- .3 Procure responsible pledges from all members
- .4 counsel with these persons delinquent in their pledges responsibility
- .5 prepare and supervise the Church's Mission budget
- .6 prepare or cause to be prepared monthly, quarterly, and annual financial statements as required by the by-laws
- .7 count, safe keep, bank and maintain records of all names received by the Church
- .8 audit Church books and financial records
- .9 supervise the work of the Church Treasurer.

B. TASK LIST

- .1 Local Mission Interpretation: Offerings & Projects
- .2 Church Wider Mission Interpretation: Offerings & Projects
- .3 Stewardship Program
- .4 Annual Audit
- .5 Fund raising
- .6 Church Finances (Year-around interpretation)

.7 Memorial Funds oversight

C. PROJECT LIST (These are suggested area of items of responsibility for the coming year.)

- .1 Develop a year around interpretation program
- .2 establish a calendar of fund raising and project list
- .3 develop a memorial designation list
- .4 develop a Wills Emphasis program
- .5 develop a financial reporting process for congregation.

WORSHIP

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B. TASK LIST

- .1 Changing and care of paraments
- .2 communion preparation and serving rotation
- .3 ushering scheduling and recruiting
- .4 season decorations
- .5 liturgist scheduling and recruiting
- .6 registration and pew supplies
- .7 sound system
- .8 acolyte scheduling, training and recruiting.

C. PROJECT LIST

- .1 Develop a communion delivery system using six elders
- .2 develop a liturgist resource book
- .3 establish parament storage area
- .4 provide a prayer request form and process to use in morning prayers
- .5 implement an annual review of Worship which would gain input from the congregation.

CHRISTIAN EDUCATION

1. COMMITTEE DEFINITION AND RESPONSIBILITIES

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- .2 develop and supervise the program for youth from ninth through twelfth grade
- .3 develop and supervise the adult program to include church school, women's and men's association, young adult programs and adult forums
- .4 supervise the program for scouting of all ages
- .5 schedule confirmation class
- .6 recruit and train church school teachers
- .7 maintain the library and audio-visual equipment and supplies
- .8 supervise the Church School Superintendent

B. TASK LIST

- .1 Teacher Recruitment
- .2 oversight of supplies, equipment & facility needs
- .3 oversight of Youth Ministry program (7th thru 12th grades)
- .4 Adult Education programming
- .5 Children programming (Birth thru 6th grade)
- .6 Curriculum preview
- .7 Confirmation, Rally and Promotion process
- .8 Adjunct programming (Co-op, Christmas, etc.)
- .9 Oversight of Junior Discipleship

C. PROJECT LIST (These are suggested area or items of responsibility for the coming year.)

- .1 Develop a stewardship and mission emphasis throughout the church school program
- .2 develop and recruit leadership for a Youth Ministry program
- .3 develop and recruit adults for an Adult Education program.