

# MANUAL OF ORGANIZATION

FOR



Emmanuel Presbyterian Church

Empowering People in Christ

**Courageously proclaiming the gospel of Jesus Christ, we:**

- **worship and glorify God**
- **grow in faith as disciples**
- **seek justice and mercy**
- **and nurture those in need while embracing all humanity**



**EMMANUEL PRESBYTERIAN CHURCH**  
**MANUAL OF ORGANIZATION**

**Table of Contents**

<b>GENERAL INFORMATION AND BACKGROUND</b> .....	3
<b>SESSION</b> .....	4
<b>CHRISTIAN NURTURE COMMITTEE</b> .....	5
<b>COMMUNICATION COMMITTEE</b> .....	6
<b>TECHNOLOGY SUB-COMMITTEE (NEW IN 2012)</b> .....	7
<b>EVANGELISM AND OUTREACH COMMITTEE</b> .....	8
<b>FINANCE COMMITTEE</b> .....	9
<b>FINANCE COMMITTEE - TREASURER</b> .....	10
<b>LONG RANGE PLANNING COMMITTEE</b> .....	11
<b>MEMBERSHIP PARTICIPATION COMMITTEE</b> .....	12
<b>PERSONNEL COMMITTEE</b> .....	13
<b>STEWARDSHIP INTERPRETATION COMMITTEE</b> .....	14
<b>WORSHIP COMMITTEE</b> .....	15
<b>BOARD OF DEACONS</b> .....	16
<b>CONGREGATIONAL CARE COMMITTEE</b> .....	17
<b>FELLOWSHIP COMMITTEE</b> .....	18
<b>HOSPITALITY COMMITTEE</b> .....	18
<b>MISSION AND SOCIAL ACTION COMMITTEE</b> .....	19
<b>BOARD OF TRUSTEES</b> .....	20
<b>BUILDING COMMITTEE</b> .....	21
<b>BUILDING USE COMMITTEE</b> .....	21
<b>DAY CARE RELATIONSHIP CHAIR</b> .....	22
<b>GREEN COMMITTEE</b> .....	23
<b>GROUNDS COMMITTEE</b> .....	24
<b>INSURANCE AND LEGAL COMMITTEE</b> .....	25
<b>NOMINATING COMMITTEE</b> .....	26

# Manual of Organization Emmanuel Presbyterian Church Bedford, Texas

## General Information and background

Operating under the constitution of the Presbyterian Church (U.S.A.), the congregation of Emmanuel Presbyterian Church of Bedford, Texas, regularly elects members to three boards of the congregation: a Session made up of twelve Elders, a Diaconate of nine Deacons, and a Board of Trustees of nine Trustees. An addition to the Bylaws in June of 1990 gives permission to the Nominating Committee to nominate a young person, no older than nineteen years of age on election, to each of the three boards for a special one-year term.

Session has established this Manual and assigned responsibilities as stated in this document. Session emphasizes its concern that each of the boards assigned responsibilities to committees of people who share in the creative decision making and implementation of their program and meet together frequently. **The responsibility/outcome for every church committee should be to build a team of people to carry out the work of the committee.** By doing so, this strategy will:

- Involve and retain a larger percent of members.
- Foster inclusiveness of all members.
- Accomplish more of the committee's tasks and responsibilities.
- Provide a meaningful small group experience for more members to support each other as part of the church community.
- Educate church members in our church processes.
- Help provide continuity to the committee's mission.
- Reduce burn-out of super-active members.

Each board and committee needs to be aware that they work in concert with a number of other committees, groups, or boards of the church. Communication with other groups affected by their plans is essential. Quarterly joint meetings of the three boards and committee chairs will be held to facilitate increased communication among the boards, to work jointly on specific issues of importance, and to review progress on identified mission goals. During the early summer months, each board will conduct an extensive review of its performance in each of the responsibilities assigned it by this Manual. This will give each board the opportunity to identify the areas of its responsibility which need additional work, and to plan for the fall.

Persistent absences of Board or committee members or failure to carry out responsibilities are a matter of deep concern. Each board should guide members who have difficulty in attending meetings or carrying out responsibilities. They should do so pastorally. "Graceful exits" for those needing to leave membership on the boards or committees should be provided.

## Session Organization

The Session is responsible for the growth and spiritual formation of members of Emmanuel Presbyterian Church and their children. The work of Session is grounded in the affirmation that Jesus Christ is Head of the Church and that he has called us into ministry with him. Session seeks not its own will, but the mind of Christ, as it directs the mission of this congregation in our area and within the larger church. Session is a place where God's vision is sought, plans are made, differences are resolved, and concerns voiced. Session assigns responsibilities to the Board of Deacons and the Board of Trustees and supervises their work. It is the duty of Session members, both individually and corporately, to involve and inspire members to join in the program of the congregation and the mission of the church at large.

As provided in the Book of Order, the officers of Session are the Pastor of the congregation who is Moderator, and the Clerk who is elected on an annual basis at the December Stated Meeting of Session. Session meets monthly and otherwise as provided by the *Book of Order*. The Clerk and Moderator prepare and distribute the agenda for Session meetings. The Clerk is responsible for maintaining membership records and minutes of Session, organizing the report to the congregation for the Annual Meeting, and for the timely filing of the Annual Statistical Report to the General Assembly, with the assistance of the church staff. Session may elect a vice moderator to moderate meetings in the absence of the Pastor.

Areas of responsibility reserved to Session are: Long-range Planning, Worship, Social Action, Evangelism and Outreach, Stewardship Interpretation, Finance, Christian Nurture, Communications, Membership Participation, and Personnel. Session will develop an active committee for each of these areas of responsibility. The Clerk and the Pastor will facilitate communications with all the Elders, including those not presently serving on Session.

Meetings of Session are open to visitors and others who wish to express their special concerns and needs. Arrangements are to be made with the Moderator in advance of a meeting if members wish to address the Session. In any given meeting, Session members may also yield to the floor to visitors. At its will, Session may go into Executive Session in order to discuss sensitive issues related to pastoral care of members, staff issues or other business deemed confidential. In order to enhance communication between the boards, the chairs of the Board of Deacons and the Board of Trustees are expected visitors at each meeting, and the Treasurer is encouraged to attend.



## Christian Nurture Committee

**Mission:** To nurture our children, youth and adults in the Presbyterian and Reformed tradition of the Christian faith.

### Committee Responsibilities:

1. Select and approve curriculum.
2. Recruit and train teachers for church school and sponsors for youth and children events.
3. Plan youth and children activities and events.
4. Plan special events for the Christian nurture of the congregation, such as Vacation Church School, Intergenerational activities, etc.
5. Legal and child protection policies will be reviewed annually in conjunction with staff.
6. Maintain the church library and recruit and advise the church librarian
7. Advise and support teachers and youth group sponsors

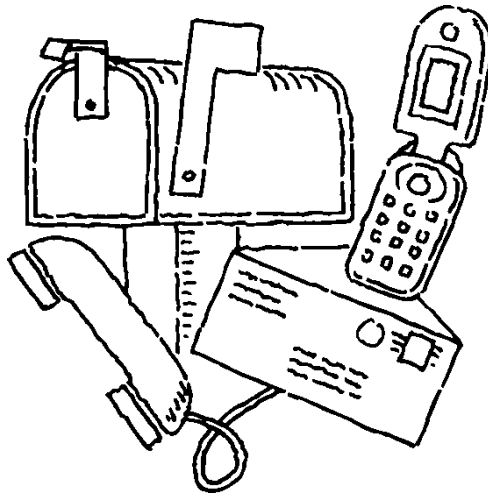


## Communication Committee

**Mission:** To facilitate the communication of the work of God at Emmanuel to the congregation and the community, and to provide opportunities for members of the congregation to access information about the work of our church as a denomination.

### Committee Responsibilities:

1. Assist with and provide information for the church newsletter. The newsletter will include news, schedules, and special features relevant to Emmanuel's mission and gathered from throughout the church.
2. List quarterly upcoming events and determine other special communication opportunities. Draft press releases and contact the local press about events significant to the life of Emmanuel.
3. Seek out and plan ideas for communicating our ministry to the congregation and the local community.
4. Publicize to congregational members the availability of denominational publications as approved by Session.
5. On a time-basis determined by Session, oversee the publication of an all-church pictorial directory.
6. Oversee the position of Webmaster within the church for the Web site and Internet services for the church. Update the weekly calendar on the Web site and submit it to the Webmaster on a weekly basis for publication on the Web site.
7. Oversee and give input to the information and ideas for bulletin boards at Emmanuel.
8. Advertise in the yellow pages, internet and special services in the newspaper (Ft. Worth Star Telegram). Occasionally banners and signs are used.
9. Oversee the Technology Sub-Committee



## **Technology Sub-Committee (new in 2012)**

**Mission:** To facilitate and assist with the Technological work at Emmanuel to the congregation and the community, and to provide opportunities for members of the congregation to access information about the work of our church as a denomination through technology.

### **Committee Responsibilities:**

1. Look for opportunities to apply new Technologies to help with God's work in the Church and Community
2. Oversee the position of Webmaster within the church for the Web site and Internet services for the church. Update the weekly calendar on the Web site and submit it to the Webmaster on a weekly basis for publication on the Web site.
3. Oversee and help maintain computer systems within the Church
  - a. This includes video bulletin board in Narthex
4. Oversee all Audio Video equipment within the Church (both in Sanctuary and Sorelle Hall)
  - a. Provide training to said Audio Video equipment
  - b. Provide Operators for functions where Audio Video equipment is needed
5. A member of the Building use committee must be on Technology Sub-Committee to help coordinate building use and Audio/Visual equipment usage.



## **Evangelism and Outreach Committee**

**Mission:** To promote the evangelical outreach of the congregation by welcoming people into the congregation's program, stimulating people to respond to Christ in faith, and increasing the membership of the congregation.

### **Committee Responsibilities:**

#### **A. Greet Visitors**

1. Schedule greeters for each worship service. Greeter duties include:
  - a) Arrives 20 minutes early, 8:10am or 10:25am.
  - b) Wears his or her name tag and has the "greeter" tag on it.
  - c) Ensure that each visitor leaves with as positive an experience as possible.
  - d) At the Morning Prayer Service (8:30am), the greeter will assist usher as needed, especially with the offering.
2. Carry out a structured visitor interaction program at worship with a two-person team at least once or twice a month assigned to seek out and visit with visitors, listen for needs and interests, gently offer and obtain information.(These are in addition to the greeters duties at the door).

#### **B. Tracking Visitors**

1. Maintain active and prospective membership lists.
2. Link visitors to various activities, interests, ministries, and/or committees of the church.

#### **C. Outreach to the Community**

1. Reach out to area residents and unchurched residents. Bedford, Euless and Colleyville are identified for special emphasis.
2. Provide the entire congregation with opportunities to identify prospective members and encourage them to bring friends and neighbors to worship and fellowship.
3. Encourage members of the congregation to share their faith with others and to call on new residents.
4. Plan and execute special outreach services such as Welcome Home Sundays, Services of Healing and Wholeness and possibly a concert each year.

#### **D. New Member**

1. Conduct new member orientation classes.
2. Create and review new member packet contents
3. Invite new members to offer their time, talents, and treasure.
4. Help plan refreshments and gifts for new members the day they join.
5. Follow-up with members during the first three months of their membership.





## Finance Committee

**Mission:** To prudently manage the financial affairs of the congregation.

### Committee Responsibilities:

1. Supervise, support and work in partnership with the Treasurer.
2. In the event a new treasurer is needed, recommend an appropriate person (or persons) to Session, and if approved, see that training is provided by the outgoing Treasurer and the committee chair.
3. See that a new committee chair and new committee members are oriented in current finance procedures. Keep an open mind to new procedures.
4. Prepare a preliminary budget for use in the fall stewardship campaign. A copy of the proposed budget will be provided to the boards of the church and the Stewardship Interpretation Committee.
5. Prepare a final budget following the stewardship campaign for submission to Session by the end of December.
6. Share the Session-approved budget with the congregation during the annual meeting of the Congregation in January.
7. Give monthly and annual financial statements to the boards. Report committee spending to the responsible boards on a regular basis so that they may remain within their approved budgets.
8. Make disbursements and transfer of funds within various accounts in a sound legal manner.
9. Have the Church's books and records audited each year according to the provisions of the Book of Order (G-3.01113).
10. Monitor mortgages and notes to avoid missed payments and to minimize interest and loan period.
11. Monitor payments by lessors.
12. Recommend to Session the placement of checking and savings accounts, as well as investment strategies for available monies.
13. Sell upon receipt, negotiable securities through a licensed broker.
14. Prepare an annual update of projections for each item included in the Capitol Goods Replacement Fund and current status of the fund.
15. Establish and maintain a protocol for non-budgeted expenditures including a process that requires Finance Committee approval before purchase.



## Finance Committee - Treasurer

**Mission:** To oversee and supervise all financial activities of the Church.

**Relationships:** Works with the Finance Committee, Pastor, committees and boards, and individual members of the congregation as required and is accountable to the Session.

### Responsibilities:

1. Oversee the church bookkeeping and accounting procedures, including payroll, timely bill payments, collection and deposit of receipts, pledge records, special gifts, stock conversions, tax listing, systems and procedures, financial statements and statistics.
2. Assist in the transition of role and responsibilities for the new financial administrator, when applicable.
3. Insure that all financial reports are effectively correct and capable of passing a financial audit, according to the provisions of the Book of Order, with minimal changes.
4. Insure that all financial records are either reported in a consistent manner, or that the changes in reporting are both clearly explained and approved by Session.
5. Prepare a monthly article for the church newsletter.
6. Assist the Finance committee and Session in establishing policies of sound financial management including proposing long range financial strategies.
7. Assist the Finance Committee in preparation of budgets, give advice and counsel to the Stewardship Interpretation Committee as requested, and work with the Clerk of Session in preparation of the Annual Statistical Report of the congregation.
8. Be prepared to assist in the training of a new Finance Committee chair in the current practices and financial policies of the Church. Be willing to help train a new Treasurer as required.
9. Serve as ex officio member of the Finance Committee, Stewardship Interpretation Committee and the Board of Trustees.
10. Supervise in the preparation of reports as required by the Church, the denomination or lending institutions. Church reports include monthly income, expense, and balance sheets, with expenses reported by program or functional area, by board, and by committee as needed.
11. Supervise in the preparation of reports on the current status of pledge income compared to original pledge commitments, designated gift programs, and other special giving projects.
12. Maintain a relationship with the Texas Presbyterian Foundation particularly with respect for sound long-term investment policies for monies invested in the Foundation's mutual funds.



## Long Range Planning Committee

**Mission:** To provide a sounding board of ideas on future goals suggested by Session and to provide planning for the future of the congregation in terms of facilities, programs, and staff.

The committee will be made up of a member of Session as chair, a representative from the Board of Deacons, a representative from the Board of Trustees, the Pastor and members of the congregation at large.

### Committee Responsibilities:

1. Help the Pastor with joint planning meetings of the Boards (Deacons, Trustees and Elders)
2. Review the *Manual of Organization* (every two years, done in the odd year) with the Elders, Deacons and Trustees by first assessing the makeup of the congregation, the community, and the scope of the church's program to determine areas of neglect or duplicated efforts and then proposing such changes as deemed appropriate.
3. Conduct a bi-annual review (every two years, done in the even year) and update a plan providing for future adequate facilities, program, and staff in support of the program and mission of the church of Jesus Christ.
4. Create a five-year long range plan and revisit annually.
5. Facilitate a vision and goals setting annual event with the officers and committee chairs to review the 'current state' and 'future state' of the church operations.



## Membership Participation Committee

**Mission:** To diplomatically but intentionally integrate church members into the life of the congregation and to coordinate the work of all church structures in this area of responsibility.

### Committee Responsibilities:

1. Maintain a record keeping system which identifies potentially inactive church members and review on a regular basis.
2. Develop a program of outreach which attempts to connect church members with committees, specific activities, fellowship groups, mission projects and/or study groups that correspond with their interests.
3. Coordinate and oversee the shepherd groups program to integrate members into the church. This will include recruiting and training of shepherd group leaders.
4. Conduct a Time and Talent survey annually setting forth each member's willingness to serve in support of the church's programs and activities. A list of persons' indicating interests will be shared with all respective committee chairs and other group leaders with the originals kept in the office.
5. Contact members who haven't been in worship for an extended period of time.



## Personnel Committee

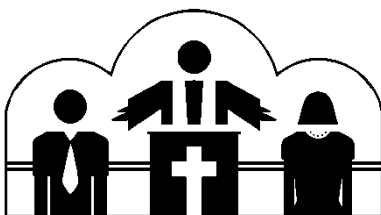
**Mission:** To provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity fair employment practices, personnel policies and the annual review of the adequacy of compensation for all staff, including all employees, Book of Order G-10.0102.

This Committee shall consist of three to four members appointed by the Session. The members can be from the congregation or Session but a Session member will serve as Chair. It is imperative that all members of the Personnel Committee act in a professional manner; as such all matters discussed shall remain confidential.

The Pastor / Head of Staff is responsible for supervision of all staff. If a particular personnel situation requires further attention, the Personnel Committee will work in a supportive, counseling relationship with the Pastor / Head of Staff and all other staff as needed. It is essential members of the Personnel Committee have knowledge of Personnel Management either through Human Resources experience or supervising employees.

### Committee Responsibilities:

1. Ensure accurate position descriptions for all staff.
2. Review Pastor/Head of Staff suggestions for salary/compensation packages for all staff members and submit recommendations to Finance for budgeting purposes.
3. Ensure an Employee Policy Manual is in place and is approved by the Pastor/Head of Staff and submitted to Session for approval.
4. Operate as a support system for the Pastor/Head of Staff.
5. In the event disciplinary action is required, the Pastor/Head of Staff will meet with the Personnel Committee to discuss the issues at length. If required, the Personnel Committee would act in a mediation capacity between the Pastor/Head of Staff and the employee.
6. Ensure that annual performance reviews are conducted within appropriate time frame. Conduct an annual review of the Pastor/Head of Staff.
7. Vacant Position(s): The Personnel Committee will organize a search committee which will be responsible for advertising positions and meeting with candidates. The search committee is to document their findings of the candidate as well as any recommendations and forward those recommendations to the Pastor/Head of Staff and Personnel Committee; including salary/compensation package.
8. The Personnel Committee shall approve the recommendations and forward to the Pastor/Head of Staff for approval. Once approved by the Pastor/Head of Staff, the recommendations shall be forwarded to Session for final approval.
9. The Personnel Committee shall meet at least quarterly or on the call of the Chairperson or Pastor/Head of Staff. The Agenda for the meeting shall be set by the Chairperson and the Pastor/Head of Staff. No meeting will take place without the Pastor/Head of Staff present, unless the Pastor/Head of Staff is notified and informed of all agenda items. Minutes will be recorded at each meeting.



## Stewardship Interpretation Committee

**Mission:** To encourage every member of Emmanuel Presbyterian Church to make a meaningful pledge of financial resources in support of the church of Jesus Christ. To develop and nurture an ongoing program that interprets and communicates to the congregation the meaning and responsibilities of being stewards of God's bounty.

### Committee Responsibilities:

1. Inform members of the congregation regarding a variety of financial giving opportunities which include:
  - a. The Annual Campaign (used for mission giving, administration, general church operations, building maintenance, and programs of the church)
  - b. Capital Fund and Debt Reduction Campaigns
  - c. Permanent Funds Ministry including Endowment Giving (recommend January through June)
  - d. Memorial Funds
  - e. Special offerings
  - f. Special one-time need appeals
2. Conduct an annual pledge campaign:
  - a. Recruit many members to be involved in campaign activities
  - b. Plan an annual kick-off event which may include sharing an interpretation of the giving theology, presenting a narrative budget, and providing information regarding the upcoming campaign.
  - c. Provide a variety of stewardship information to members via website, newsletter, bulletin inserts, etc.
  - d. Ask the pastor to incorporate the stewardship theme into one or more sermons
  - e. Recruit persons to call on selected members of the congregation who haven't submitted pledges
  - f. Report to the congregation the results of the stewardship campaign in terms of dollars pledged, percent of members pledging, and comparison against the year's goals.
  - g. Prepare and send thank you letters to the congregation for participating in the annual campaign.
3. Supervise, plan and promote our annual calendar of special offerings with the approval of Session. Requests for special offerings will be reviewed annually and the proposed dates approved by Session.
4. Educate members of the congregation to be good financial stewards by:
  - a. Emphasize Christ's teaching that it is the percent of one's income which is the measure of good stewardship and not the number of dollars one gives.
  - b. Interpret the many aspects of financial stewardship giving through the bulletin, newsletter, "Minute for Mission" in Sunday worship, special speakers, church website, and literature handouts.
  - c. Work with the Christian Nurture Cabinet to teach and to include stewardship in regular biblical and theological study of our faith as it relates to money in the church school curriculum (Adult and Youth).
  - d. Encourage members to keep their pledge payment up-to-date.



## **Worship Committee**

**Mission:** To provide meaningful opportunities for the worship of God for all those in attendance.

### **Committee Responsibilities:**

1. Plan Worship services each Sunday working very closely with the Pastor.
2. Coordinate worship planning with the music director and provide a substitute organist as needed. Provide support for a successful music program.
3. Plan special worship services on Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunrise, and on other occasions as approved by Session.
4. Recruit, train and acknowledge laypersons for worship leadership such as Liturgists, acolytes, Children's Gathering and others.
5. Train and schedule ushers to assist with the distribution of worship materials, to register attendance, to collect the offering, and to provide assistance as needed during the service of worship.
6. Schedule leaders for children's time during worship, conversations with children and provide and update worship bags for children.
7. Plan, prepare, recruit servers, and clean-up after Communion as determined by Session, with no fewer than twelve opportunities provided per calendar year.
8. Appropriately decorate the sanctuary including the use of flowers, paraments and candles. A Chancel Arts coordinator may be appointed to carry out this responsibility.
9. Encourage members to establish a pattern of daily personal devotions by providing devotional materials and other resources.
10. Review and update wedding and funeral policies at least every three years.



**Worship Committee**

# Board of Deacons

## Organization

The Board of Deacons extends service and loving understanding to members and friends of Emmanuel Presbyterian Church in the name of Jesus Christ. They minister to those who are in need, to the sick, to the friendless, to anyone who may be in distress. The work of the board of Deacons is grounded in the affirmation that God the Holy Spirit, our Comforter, works through us in our care and concern for others. Deacons extend the hospitality of God's house to members and visitors on Sunday morning, to those who inquire about membership, to those who are ill or otherwise troubled or in need. It is the special role of Deacons to involve the general membership of the congregation in caring ministries.

It is the duty of the Deacons, both individually and corporately, to involve and inspire congregation members to assist with the work of the Deacons, to work in such a way as to increase the sense of Christian fellowship within the congregation, to encourage and support the caring ministry of the congregation, and to see that Session and congregation are informed of the work of the Board.

The Board of Deacons will have a moderator and a recorder and may have a designee to work closely with the chair. Committee chairs are selected by the Deacons by the December meeting and serve for one year beginning in January. Deacons and their chairs serve until their replacements are installed.

Responsibilities are assigned to the Diaconate by Session. The Diaconate operates under the supervision and direction of Session. They ordinarily meet monthly and when called by the moderator or by direction of Session. It is the responsibility of the moderator to preside at meetings, both stated and called, and together with the designee or recorder to organize and publish an agenda for each meeting. The specific areas of responsibility assigned to the Board of Deacons are: Congregational Care, Fellowship, Missions and Local Concerns, and Sunday Hospitality. Deacons will develop an active committee for each of these areas of responsibility.

The moderator of Deacons is responsible for a regular monthly report to Session. The chair, or its designate, is expected to attend all stated meetings of Session. The moderator is specifically charged with maintaining good communication and relationships with Session. The designee presides in absences of the moderator. The minutes are submitted to Session monthly for approval, or when requested by Session. The recorder is responsible for keeping accurate minutes and sees that a monthly report of the Deacons' activities will appear in the church newsletter. The Pastor of the congregation is the advisor to the Board, without vote.



**BOARD of DEACONS**



## Congregational Care Committee

**Mission:** To give leadership throughout our congregation in assessing the needs and administer to our members special needs and life-altering events.

### Committee Responsibilities:

1. Study and consider appropriate responses to specific potential needs including but not limited to:
    - a. The birth of a child
    - b. The homebound and disabled
    - c. Crisis with elderly parents
    - d. Unemployment
    - e. Troubled youth
    - f. Fire and other loss of home or belongings
  2. Recognize that individual care situations may be responded to by one or more of the following:
    - a. Laypersons with minimal training
    - b. Laypersons with Stephen Ministry\* or other special training. See special section below.
    - c. The Pastor
  3. Train groups of members to provide effective helping relationships during times of special need
  4. Maintain a close partnership with coordinators in the following ministry areas: home and hospital visitation, transportation, phone ministry, respite care and other needs that may arise. \*This is part of the Pastor's and Stephen Ministry responsibility – see separate section below.
  5. Maintain a close partnership with the Pastor:
    - a. The Pastor refers appropriate situations to coordinators/committees for lay involvement
    - b. The coordinators refer to the Pastor in those situations requiring professional help
  6. In consultation with the Pastor, make appropriate referrals to a wide variety of community agencies and professionals as needed
  7. \*Support as needed, one or more members of the congregation to attend Stephen Ministry training.
  8. Send cards to those who are ill, hospitalized, have a birthday, an anniversary, a death in the family or other important event.
- 
- Stephen Ministry is a lay ministry program which offers a complete system for training an organizing lay people who are called to provide one-on-one care to people in need. This program offers Christian care to those in mourning, hospitalized, terminally ill, separated, divorced or dealing with family dysfunction. It helps the Pastor by taking on some of these responsibilities. The Stephen Series program at Emmanuel also includes visitation team, transportation teams and phone ministries. Stephen Ministry helps Pastors and congregations provide quality caring ministry throughout the congregation and community.



## Fellowship Committee

**Mission:** To sponsor and/or carry out such activities and projects which promote an atmosphere of fun, Christian fellowship, mutual support, and goodwill throughout the congregation.

### Committee Responsibilities:

1. Plan, sponsor, and conduct congregational meals, outings, and other events to help church members meet and become better acquainted.
2. Closely coordinate all fellowship activities with other congregational organizations which promote the fellowship of the congregation.



## Hospitality Committee

**Mission:** To coordinate Sunday morning fellowship time when members and visitors can meet with each other as the people of God gather for worship.

### Committee Responsibilities:

1. Invite newcomers and members to enjoy refreshments and fellowship and provide the opportunity to meet one another.
2. Track and arrange for supplies through the financial administrator.
3. Oversee the kitchen, including regular inspections, provision of supplies and policies controlling its use.
4. Provide coffee fellowship and keep the service area clean and inviting.



**RECEPTION AFTER WORSHIP**

## Mission and Social Action Committee

**Mission:** To supervise the mission budget of the congregation and involve members in selected service and social action needs in the local community and beyond, showing Christ's concern for the world. Help church leaders distinguish between mission (or social service) projects and social action/social education projects.

### Committee Responsibilities:

1. Report to the Board of Deacons, and provide information directly to the Session. The membership should include at least one Deacon and at least one Session member.
2. Recommend to the Finance committee the amounts of benevolent giving that should be distributed to various causes.
3. Encourage members of the congregation to become involved in volunteer services. Examples include Northeast Emergency Distribution, Meals on Wheels, blood drives, Itasca Children's Home, ministries to the homeless, intergenerational mission trips, and Habitat for Humanity.
4. Challenge the congregation to continue a pattern of achieving or exceeding Presbytery's challenge for congregational support.
5. Pastor and committee chair supervise other special local benevolence distributions.
6. Provide a means to channel local, national and global concerns in order for the larger congregation to gain a better understanding of important social issues.
7. Prioritize and select issues of social concern for the congregation in order to facilitate an effective, appropriate response which reflects Christian compassion and love.
8. Undergo considerable self-study of an issue before attempting to interpret the issue to church members and the committee.
9. Communicate issues of social concern to the congregation and community and encourage participation by the congregation through leadership, support, and action.
10. Coordinate appropriate activities in the life of the congregation that address the concerns and needs of selected social issues on behalf of Emmanuel and the Presbytery.
11. Interface with other Presbyterian congregations, Presbytery, General Assembly and other denominational congregations to help identify ways in which to address social concerns and injustices.



## Board of Trustees

### Organization

The Board of Trustees is responsible to Session for the legal and corporate management of the physical property of Emmanuel Presbyterian Church. The work of the Trustees is grounded in the affirmation that the Creator God calls us all to be responsible stewards of our resources.

It is the duty of the Trustees, both individually and corporately, to involve and inspire several teams of church members to assist with the work of the Board, to work in such a way as to increase the sense of church Christian fellowship within the congregation, to keep our facilities so that they project a sense of openness and welcome, and to see that Session and congregation are informed of their work.

The Board of Trustees will have a chair and secretary and may have a vice-chair to work closely with the chair. Officers are elected by Trustees during the December meeting for a term of one year beginning the following January. Trustees serve until their replacements are installed.

Responsibilities are assigned to Trustees by Session and trustees operate under the supervision and direction of Session. They ordinarily meet monthly and when called by the chair or on direction of Session. It is the responsibility of the chair to preside at meetings, both stated and called, and with the vice chair to organize and publish an agenda for each meeting.

The specific areas of responsibility assigned to Trustees are: building, grounds, building use, insurance, security, legal responsibilities, Green committee and daycare tenant relationships. Trustees will also count and record Sunday offerings. Trustees will develop committees for the Building, Grounds, Building Use, and Insurance/legal areas of responsibility.

The chair is responsible for a regular monthly report to Session. The chair or their designate is expected to attend the entire stated meeting of Session. This will enhance communication between the boards, with the chair specifically charged with maintaining good relationships with Session.

The secretary is responsible for the keeping of accurate minutes of each meeting and prepares a summary of the regular Trustee meeting for the church newsletter. When the Church Treasurer is not a Trustee, he or she shall serve on the Board ex-officio, with vote. The minister of the congregation is the advisor to the Board without vote.



## Building Committee

**Mission:** To maintain the attractiveness and usability of the church's building so that A) our outreach into the community is reflected, B) our congregational program is facilitated; and C) to mobilize individuals and groups of persons to care for, maintain, and improve the congregation's property. Include one or more members of the Wednesday work crew as members of this committee.

### Committee Responsibilities:

1. Meet short term needs such as emergency repairs and regular preventative maintenance such as filter and light bulb replacement.
2. Do long term planning such as a painting schedule, carpet cleaning, preventative repair and replacement.
3. Provide oversight of the work of the contract cleaners.
4. Conduct an annual walk-through review of buildings each August to create a list of special repairs, improvements, and preventative maintenance to be undertaken.
5. Maintain security of the building to A) minimize the risk of fire, B) prevent theft and vandalism, and C) protect the health and safety of individuals.
6. Organize periodic workdays.
7. Plan a program of energy conservation.
8. Develop a program which insures that the building is opened and prepared for use on Sunday and is cleared and locked after worship.
9. Nurture, recognize and regularly interact with the Wednesday morning work crew.

## Building Use Committee

**Mission:** To manage the congregation's provision of space to outside users to be compatible with congregational use of space and to meet needs of all building users.

### Committee Responsibilities:

1. Be sure all outside users have a lease of agreement, or other written understanding of use.
2. Maintain good relationships and clear communications with all users. Help the congregation to be responsive to the needs and concerns of users. Help outside users understand policies and concerns of the congregation.
3. Help resolve conflicts between various building users, both congregation and non-congregation groups.
4. Maintain and annually review a list of building user rules and policies for Trustee and session approval.
5. Help congregation members understand the rationale and stewardship implications of a practice of shared facilities.
6. Monitor performance of outside building users with the stipulations of their lease or letter of agreement.
7. Help church staff to coordinate the scheduling of building use.
8. Maintain and annually update the church key roster.
9. Promote the rental of the SoRelle Hall for outside groups



## Day Care Relationship Chair

**Mission:** To be responsible for the churches landlord responsibilities and the church's relationship with the day care tenant.

This responsibility will be assigned to the vice chairman of the board or to another Trustee who is able to visit with day care staff during the day. The appointment will be made by the chairman of the board in consultation with the Pastor.

### **Responsibilities:**

1. Maintain the best possible relationship between Emmanuel and day care personnel.
2. Make an onsite visit with the director of the day care monthly, more often if needed.
3. Make contact with the day care owners quarterly, more often if needed.
4. Help officers and church members understand the rationale and stewardship principles involved in renting major church facilities which are used by the church only a few hours a week.
5. Help facilitate a compatible use of shared space between the church school and the day care center.
6. Help both Trustees/Session members and the day care director/owners have a good interpretation of the tenant lease agreement.
7. Compare lease agreement performance versus lease agreement stipulations in the tenant contract at least annually.
8. Assure that the proper process is followed on building repair needs identified by day care staff as prescribed in the lease agreement or further agreed upon by both parties.
9. Maintain communication with church staff who are on site with day care issues/needs.
10. Give leadership to a task force to renew the tenant lease agreement in a timely manner.
11. Meet as needed with a taskforce including a highly selective church school person, Pastor or CE director, and the immediate past Day Care Relationship Chair.

## Green Committee

**Mission:** to strive to become better stewards of God's creation by advising the church through education, activities, outreach and assessment.

### Committee Responsibilities:

1. Coordinate improvements to reduce the church's consumables, and conduct cost-benefit analysis of environmental footprint reduction ideas.
2. Advise the Trustees on options that follow green standards
3. Advise appropriate committees as needed
4. Educate members on how to be more ecologically responsible
  - a. Help with Earth Day service
  - b. Coordinate "Green" events
  - c. Create and distribute educational materials regarding environmental issues
5. Provide community outreach programs focusing on ecological issues
6. Outreach environmentally to other churches.
7. Perform annual recertification (as PCUSA Earth Care Congregation).
8. Politically advocate by raising leaders' awareness of environmental footprint reduction.



## Grounds Committee

**Mission:** To maintain the attractiveness and usability of the church's grounds so that our outreach to the community and support of our program is enhanced, to mobilize individuals and groups of persons to care for, maintain, and improve the congregation's property.

### Committee Responsibilities:

1. Develop an annual turn-key contract with a landscape maintenance contractor.
2. Give special care to all trees, as they represent valued donations, memorials, and investments to our congregation.
3. Meet short term needs including proper maintenance.
4. Do long term planning such as overall landscape design.
5. Provide regular oversight of the work of grounds maintenance personnel including monthly walk-through with outside contractor.
6. Plan and implement a program which insures that the grounds are in attractive condition for regular Sunday worship as well as special services such as weddings and funerals.
7. Plan a program of water conservation and care for the irrigation system.
8. Conduct semi-annual reviews of grounds in the early Fall and early Spring to create a list of special needs, improvements and preventative maintenance to be undertaken.



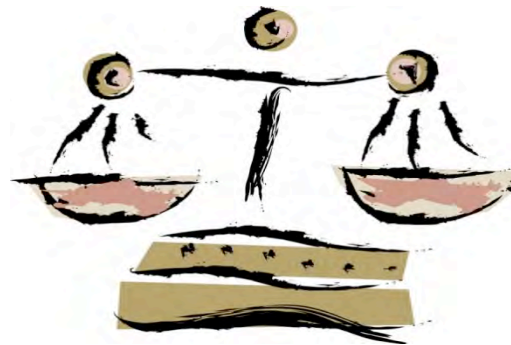


## Insurance and Legal Committee

**Mission:** To provide insurance and legal needs of the church and professional staff (as related to their work at the church).

### Committee Responsibilities:

1. Evaluate and recommend insurance coverage to the Trustees.
2. Manage an insurance program to assure adequate coverage as approved by Trustees.
3. Provide next year's plans and expenses for all building and grounds accounts during early summer in anticipation of budget planning for the coming year.
4. Propose and maintain policy statements clarifying the status of insurance coverage relating to youth groups, trips, use of privately owned vehicles for church business, etc.
5. Report the state of insurance coverage to Session each January or as required when changes occur.
6. Review all current and proposed contracts, deeds, loan agreements, tenant agreements, etc, recommending changes protective of the church's interests.
7. Where appropriate and at direction of Session, give advice and support in legal matters affecting the staff of the church.
8. See that the congregation fulfills the requirements of the civil authorities in matters relating to the incorporation of the congregation, its tax status, or any other matters.
9. Annually report to Session in January the status of compliance on the part of the church with contracts in force, and any other areas of legal concern relating to the life of the congregation.



## Nominating Committee

**Mission:** To provide for the continuing leadership by the three boards in helping the community of church members to carry out the mission of the Emmanuel Presbyterian Church. The committee will be constituted and carry out its mission according to the bylaws of the congregation.

### Committee Responsibilities:

1. Review the qualifications for each board. Give attention to special qualifications which may need to be increased on a given board for the year ahead.
2. Select persons for each board vacancy;
  - a. Matching personal skills/qualifications to board vacancy.
  - b. Seeking those who are called to special ministry.
3. Strive to reach unanimous agreement on each nominee and agree to support fully the final report of the committee.
4. Preferably in teams of two, personally contact each nominee, securing their agreement to serve.
5. Treat all committee discussions with utmost confidentiality.
6. Present the slate at the meeting of the congregation designated for the regular annual election.
7. Meet to fill other board vacancies as they occur during the year.

### The Pastor is responsible to:

1. Orient and train the committee at their first meeting.
2. Help identify the church's current leadership needs.
3. Help the chair build agendas and track committee progress.

The committee shall be composed of the following eleven members:

- Congregation shall elect two members at-large
- Two members shall be designated by and from the Session and one will serve this committee as chair
- One member designated by and from each of the following: the Deacons, the Board of Trustees, Men of the church, Adult fellowship group, Adult Chancel choir (or Bell choir), Senior High youth group
- One member shall serve as ex-officio (past year's Nominating Committee chair/moderator)

