

Standing Committees of the Session

(responsibilities from the Session bylaws with guidelines written by committee chairs)

There shall be eight (8) standing committees:

1. Buildings and Grounds
2. Christian Education
3. Evangelism
4. Finance
5. Mission
6. Personnel
7. Stewardship
8. Worship

The minimum membership on each committee will be a chairperson plus one (1) additional Session member and at least two (2) other congregation members selected by the chairperson. The use of task forces to accomplish specific projects is encouraged.

Chairpersons shall be Session members affirmed to these positions annually at the December Meeting of Session.

General Guidelines for Committees are as follows:

- a. The minimum membership for each committee shall be two (2) session representatives, with one affirmed to serve as chair, plus a minimum of two (2) additional members recruited from the congregation. The use of task forces to accomplish specific short-term projects is encouraged.
- b. Each chairperson is affirmed by session in December. The chairperson should identify a vice-chairperson to conduct business should he/she be unable to attend a meeting.
- c. At the end of each year, committee chairpersons are responsible for the Annual Report about their committee to be submitted in January of the next year.

Responsibilities and guidelines for each committee follows.

Buildings and Grounds Committee

This committee is responsible for the operation and maintenance of the church buildings and property. The responsibilities are to:

- a. Maintain all equipment and facilities.
- b. Arrange for work sessions for cleaning, general maintenance and campus upkeep, etc.
- c. Review and recommend appropriate insurance coverage for the church.
- d. Organize and maintain kitchen facilities and equipment.
- e. Maintain the esthetics of the buildings and campus.
- f. Provide property management services.

Guidelines for Building & Grounds Committee Chair

Hold committee meetings once a month, currently after the last service on the second Sunday of each month.

Call emergency meetings on an as needed basis when email discussion and votes do not seem appropriate.

Send out email reminders for meetings, usually the Wednesday before the meeting. Include an agenda, if available.

You will probably be the emergency contact person for GPC fire and other issues. Be sure to have a list of the fire codes and phone numbers so that you can tell them when there is not a problem.

Keep a good set of records, including emails so that it is handy for you to reference as needed, and to be passed on to the next chair if you get hit by a bus.

Pay attention to the budget and spending authorization limits for the items needed for normal, day to day maintenance.

If things are important to get repaired, ask the clerk of session to request approval from session via email.

If an expensive repair is needed right away, or there would be an additional charge for the technician to come back after authorization, call two session members and request verbal o.k. to spend the money. Preferably the two members will not be members of the B & G committee. Be sure to document the details and report on them to session at the next regular session meeting.

You will probably be the note taker. Try to get the minutes of the meeting out the next day. Include the Pastor and the office as well as the B & G members.

Refer to the session bylaws and the rules of finance for information on operational requirements, spending guidelines and how to spend money.

There is a Task Force for Property Management that is attached to the Building and Grounds Committee. This will take up a good portion of your time. Use the members of the task force to follow up on compliance with the rental / use agreements.

Try to get to know the outside users of our campus and develop a rapport with them. The main issues are, and will continue to be spill cleanup and reporting, locking the doors and turning off the lights when done.

Christian Education Committee

This committee is responsible for the total education program of the church.
Specific responsibilities are:

- a. Sunday School program K—12.
- b. Adult education program, including adult Sunday school class(es).
- c. Maintenance of the church library.
- d. Junior and senior high youth programs.
- e. Conducting special educational programs.
- f. Providing supervision in the Nursery and Toddler Room.

Guidelines for Christian Education Committee Chair

The Christian Education committee meets monthly (currently on the first Sunday of each month, following second service).

A reminder e-mail, including a meeting agenda, is sent out to all committee members, including the pastor, a week prior to the meeting.

Any motions from the committee that are to be voted on by Session must be sent to the clerk of session for inclusion in the docket.

After the monthly meeting, minutes of the meeting are sent to each committee member, as well as to the church office to include in the next month's session docket.

A report of committee activities must be submitted for the GPC annual report, due no later than January 31.

The Sunday school program is the biggest responsibility of the CE committee. Sunday school classes for all ages are offered from September through May. At this time, the adult classes meet between first and second services, as does the youth (junior/senior high) class. The children's class is held following the children's message during the second (11:00) service.

The CE committee determines each spring the curriculum to be used the following year.

Sunday school teachers are recruited during the summer, and an annual training/review to be held at the start of each Sunday school season. Training/review will include an overview of

curriculum, teacher schedules, review of access to supplies and materials, and review/discussion of the GPC Safe Church policy.

Christian Education is also responsible for oversight of the church library. The library was carefully planned and is well-supplied at this time. Over time, materials have been donated to the library without systematic review. A system needs to be developed to ensure only appropriate materials are donated, and that individuals using the library can readily access desired materials, and borrowed materials are returned appropriately. It will also be important to review current holdings, to ensure that there are not excessive duplicates of any particular items, to allow enough space for all library holdings.

For their past several years, GPC has worked in partnership with the University, Chandler, Mission del Sol, and Mesa First Presbyterian churches to participate in the Montlure Traveling Day Camp program. This is a beneficial program to the children of all the member churches, and requires this teamwork to ensure there are adequate numbers of children for the program to be operational. GPC hosted the camp in 2019, and will not host again until 2024. A representative of the CE committee will need to attend planning meetings for this event; these meetings are held approximately monthly starting in about February — March, with the possibility of more frequent meetings closer to the date of the camp. Each year, in addition to financial support, GPC is responsible for contributing volunteers to help with the program. When GPC hosts the camp, there are additional responsibilities, including providing housing for camp staff, providing dinner for camp staff and volunteers on the day prior to the first day of camp, providing breakfasts for camp staff, and working with all groups who use GPC facilities to ensure they are aware of the camp's presence and the possibility of needing to meet at a different place or time during the week of camp.

Montlure overnight camp is available to those who will be entering fourth grade through those who are entering twelfth grade. GPC has historically provided some amount of financial support to those interested in attending who are unable to pay the entire fee. We have allotted \$750-\$1000 in the budget for this expense.

Every three years, the PCUSA Triennium event is an opportunity available to interested GPC teens. Historically, GPC has paid for 1/3 of each participating youth's costs to attend. Triennium was held in 2019. The next event will be in 2022.

Evangelism Committee

This committee's focus is to invite new members into the Gilbert Presbyterian Church family. Specific responsibilities are:

- a. Contacting visitors to Gilbert Presbyterian Church worship services.
- b. Extending awareness of Gilbert Presbyterian Church by appropriate ads, posters, signs, social media, etc.
- c. Assisting the minister with new member training.

Guidelines for the Evangelism Committee Chair

The Evangelism committee currently meets monthly on the 2nd Thursday of the month at 3:00 pm in the Palmer Center library.

A reminder email with the meeting agenda is sent out to all committee members (including the Pastor and the office) a week prior to the meeting.

Any motions from the committee that are to be voted on by Session must be sent to the Clerk of Session so that they can be included in the next month's Session docket.

After the monthly meeting, minutes of the meeting are sent to each committee member, as well as to the Pastor and church office to include in the next month's Session docket.

A report of committee activities must be submitted for the GPC Annual Report, which is due no later than January 31st of the next year.

Committee members attend all GPC's new member classes. Currently Sylvia Legal is our visitor liaison and sends each guest a welcome letter and/or email.

The Evangelism committee coordinates open-to-the-public church-wide functions and has developed an event floorplan to maximize seating in Falkenstine Hall. Summer months are great for game nights open to all.

The committee also looks for ways to have GPC more visible to the public... A current idea we are working on is to have food truck vendors in the parking lot once a week.

The Evangelism committee also works with the Deacons and other committees on their church-wide functions.

Finance Committee

This committee has oversight responsibility for the financial affairs of the church.
Specific responsibilities are:

- a. Providing for an annual audit or financial review of the church's financial records.
- b. Paying for the indebtedness incurred in the daily operation of the church.
- c. Requesting annually that the Session elect a Treasurer.
- d. Developing an annual budget to be presented to the Session at its October meeting and then presented to the congregation at the October special Congregational Meeting.
- e. Monitoring the financial condition of Gilbert Presbyterian Church and reporting to the Session monthly.
- f. Approving the establishment of designated fund(s), including the purpose, governing policy, and closure of the designated fund account(s) upon completion of the designated purpose.
- g. Approving all documentation / materials relating to the solicitation of funds prior to their distribution

Guidelines for Finance Committee Chair

The Finance Committee is responsible for managing the finances of GPC. The Finance Chair, Treasurer and Finance Committee oversee the financial status of the church via a review of monthly income and expense reports and balance sheets, preparing budgets, identifying any shortcomings or discrepancies in the church's finances and implementing necessary actions to assure that the church's finances remain viable to carry on the business of the church.

To attain the above goals, the Finance Committee Chair shall:

- Conduct a monthly Finance Committee meeting currently held on the second Tuesday of each month
- Prepare Finance Committee meeting agenda with input from committee members
- Prepare minutes of Finance Committee meeting within two days and submit it to the church admin office for inclusion in the Session Docket

- Schedule and conduct an annual audit of the previous year by January/February of each year
- Prepare an end-of-year GPC financial report by January 31 of following year. This report will be included in the GPC Annual Report distributed at the Annual Meeting of the Church on the fourth Sunday in February
- Notify the Clerk of Session of any motions to be brought before the next Stated meeting of Session and include a copy of the motion from the committee to be placed in the meeting's agenda
- Assure compliance with Finance Policies and Procedure Manual requirements
- Manage the preparation of annual budget for October Session and congregation review. Submit approved final budget in December
- Coordinate with committee vice-chair on all activities requiring action by the committee
- Conduct review of monthly reports prepared by Treasurer
- Investigate financial information for positive/negative trends and information
- Propose corrective actions to resolve negative financial issues
- Approve the establishment of designated funds and disbursement of monies from them
- Propose actions regarding use of available Funds at the end of the year
- Serve as GPC Corporation President.
- Renew GPC corporate business licenses with the Arizona Secretary of State and the Town of Gilbert each year

Mission Committee

This committee's responsibilities are to initiate and sustain programs that meet the needs of the local and world community. The responsibilities are:

- a. Promoting mission awareness through newsletters, minutes for mission and other means.
- b. Exploring new opportunities for mission.
- c. Supporting and overseeing existing mission programs

Guidelines for Mission Committee Chair

The following is a description of the responsibilities and guidelines for the Mission Committee at Gilbert Presbyterian Church (GPC).

Annually:

Finalize the calendar for the upcoming year and prepare a calendar for the following year. Develop the following year calendar per below.

- Develop proposed dates for EVMC lunches and dinners. Reach out to the volunteer coordinator at EVMC to confirm dates. List as proposed until confirmed with EVMC.
- Fill in dates for those items that occur on a set schedule. For example, 5th Sunday dinner at UMOM, Justa Center lunch on President's Day, Easter and Thanksgiving food boxes the Sunday prior to the holiday.
- Coordinate the Christmas Angel gift and food box schedule with Guadalupe Presbyterian Church.
- Create proposed dates for Feed My Starving Children based on the prior year schedule.
- Determine "head honchos" for each activity.

Send the annual calendar to the church office for inclusion in the church calendar.

Develop a proposed budget for the next year to be included in the annual budget.

Ensure that the mission activities of the church support the overall ministry of GPC in the larger community.

Prepare a report on the year's work to be included in the GPC Annual Report. Deadline January 31 of the next year.

Monthly:

Schedule and hold regularly scheduled committee meetings. Agenda items to include:

- Discussion of how prior month activities went and any needed adjustments
- Confirming and finalizing details for upcoming activities
- Reviewing the current and future year calendar for any changes
- Coordinating the proposed dates for upcoming Feed My Starving Children (FMSC) activities with the appropriate congregation member to ensure those dates get scheduled. This is an ongoing activity as the online scheduling tool for FMSC only goes out a few months.
- Any new business that may need to be discussed.
- A periodic review of mission activities and their relevance to the community.
- Copies of the current and prior year calendars are to be included in the meeting agenda document.

Determine that “head honchos’ are assigned and confirmed for each upcoming mission activity.

- Head honcho responsibility includes developing the sign-up sheets for the narthex, ensuring an announcement is prepared for the bulletin for several weeks in advance of the activity, making sure that adequate support and materials are available for the activity and leading the actual activity on the appropriate day.

Prepare minutes of the meetings and send to the church office for inclusion in the docket for the next stated meeting of the Session.

Send a copy of any motions that need to go before Session to the Clerk of Session to be included in the meeting’s agenda.

Personnel Committee

This committee is responsible for all contractual arrangements with paid staff, including annual performance reviews of staff. Because of the sensitive nature of personnel work, care should be taken that no two (2) members of the same household should serve together on the committee. Specific responsibilities include:

- a. Writing job descriptions.
- b. Obtaining written contracts from staff annually.
- c. Designing a basis and procedure for evaluation of staff.
- d. Recommending salary levels to Session.
- e. Conducting periodic evaluation of staffing needs of Gilbert Presbyterian Church.
- f. Initiating and terminating employment of staff.
- g. Developing, maintaining and ensuring compliance with GPC's Personnel Policy.
- h. Oversee administration services and budget.

Guidelines for Personnel Committee Chair

The following is a description of the responsibilities and guidelines for the Personnel Committee at Gilbert Presbyterian Church (GPC).

As Needed:

Coordinate the staff hiring process when vacancies occur or new positions are approved following the GPC Personnel Guidelines.

Coordinate all steps for the onboarding of new employees in accordance with GPC Personnel Guidelines and procedures including applications, background checks, time reporting, education on policies and procedures, completion of payroll and tax documents, etc..

Conduct exit interviews for staff that are leaving.

Provide support to church staff and to Pastor as needed related to personnel matters.

Annually:

Perform annual evaluations of church staff.

Prepare annual contracts for church staff based on approved salaries and benefits.

Prepare salary recommendations for Pastor and staff to be incorporated into the annual church budget.

Review personnel guidelines and amend as appropriate.

Monthly:

Schedule and hold regularly scheduled committee meetings.

Prepare minutes of the meetings and send to the church office for inclusion in the docket for the next stated meeting of the Session.

Send a copy of any motions that need to go before Session to the Clerk of Session to be included in the meeting's agenda.

Stewardship Committee

This committee is responsible for soliciting gifts of time, talent and treasure to be used to the glory of God. Specific responsibilities include:

- a. Creating an ongoing atmosphere and understanding of what it means to be Christ's stewards.
- b. Discovering and utilizing gifts of talent and time within our congregation.
- c. Leading the annual stewardship campaign.
- d. Coordinating special offerings as approved by the General Assembly of the PC(USA).

Guidelines for Stewardship Committee Chair

Elaboration on the bylaws

- a. The congregation needs to be instructed that stewardship encompasses more than just money and finances. It includes volunteer work and service both within the church community and within the world community. This instruction can be done by Minutes for Mission and by articles in The Crossroads and occasionally the bulletin. Once a year the Committee typically conducts a stewardship event or fair.
- b. A questionnaire or form inquiring about the interests and talents of the congregation should be distributed periodically and each member of the church encouraged to complete it.
- c. The annual stewardship pledge campaign occurs in October and November. A letter, pledge card and a brochure related to the church's finances is mailed to each pledging unit in October at approximately the same time that the budget for the upcoming year is presented to the congregation. The campaign is supported from the pulpit by the Pastor and presentations by the Stewardship Committee. Frequently a small item, such as a cross, bookmark, or other item has been given out to the members as a reminder of their commitment to Gilbert Presbyterian Church.

The pledges are typically received/dedicated on the first or second Sunday in November. The per capita pledge is received at this time as a separate item on the pledge card. A thank you note is sent to each pledging unit.

- d. The Presbyterian Mission sponsors four Special Offerings during the year. These are the One Great Hour of Sharing (Easter), Pentecost Offering, Peace and Global Witness (September-October) and Joy Offering (Christmas). GPC has been participating in each of these. GPC

receives a packet for each offering which contains an informational pamphlet, pew envelopes, two bulletin inserts, and two posters, These are sent automatically to the church office at no cost to GPC. The pew envelopes are placed in the pew racks on the Sunday of the offering and the Sunday before. One of the bulletin inserts is distributed at each of these Sundays. The Finance Committee or Treasurer transmits the offering to the Presbyterian Mission.

Of the Pentecost offering, 40% remains with GPC for local initiatives with young people, focusing on children at risk and development of youth and young adults. Of the Peace and Global Witness offering, 25% is retained by the congregation to invest in local responses to injustice and violence and for global witness.

e. Administrative Details. Minutes of the committee meetings should be sent to the church office for inclusion in the docket for the next Stated Meeting of the Session. Motions to go before the Session should be sent to the Clerk of Session to be included in the Session agenda. A yearly committee report is to be prepared for the GPC Annual Report.

Worship Committee

This committee is responsible for designing and implementing stimulating and inspiring worship services. Specific responsibilities include:

- a. Administration and preparation of the Sacraments.
- b. Providing flowers and seasonal decorations for worship spaces.
- c. Providing ushers, lay readers, and communion servers
- d. Oversight of music subcommittee (organist, choir director, bell choir director, worship song leaders) to ensure the following of worship committee guidelines.
- e. Maintaining worship elements: i.e. candles, wicks, baptismal font.
- f. Arranging for pulpit supply in the absence of the minister and at the request of Session when the pulpit is vacant.
- g. Exploring new and existing worship experiences in accordance with the Book of Order.
- h. Reviewing and specifying the order of worship.
- i. Oversight of audio-visual technology during worship, i.e. licensing, photography, videography.

Guidelines for Worship Committee Chair

General responsibilities of Worship committee other than those listed in Session Bylaws:**

- a. Ordering of resources and supplies for worship.
- b. Training responsibilities for the following: 1) Communion prep and servers 2) Ushers 3) Liturgist 4) Acolytes 5) Sanctuary weekly resource check: pew supplies, filling candle oil, visitor materials, baptismal font, and multi-media support.
- c. Banner changes
- d. Decorating of sanctuary for holidays. The committee asks for volunteers and a lead to do the decorating, however, it is the overall responsibility to make sure it gets done. It is good to have several if not all of the worship committee participate . (Includes setting up and taking down)
- e. Prepare a pastor-back up plan for emergencies.

- f. Bulletin oversight of structure and content.

Worship committee chairperson's responsibilities:

- a. Lead meetings providing meeting agenda.
- b. Oversee all responsibilities by seeking monthly updates from committee members.
- c. After the minutes are prepared, send a copy to the church office for inclusion in Session docket.
- d. Send motions to go before Session to the Clerk of Session to be placed on the meeting agenda.
- e. Prepare annual budget with input from committee.
- f. Write annual report and submit to Clerk of Session no later than January 31st of the next year.
- g. Encourage equal participation of each member during meetings as well as taking on a responsibility or two. (includes chairperson)
- h. Keep communication open between you and the pastor. Seek advice as well as reporting issues that come to you from the congregation that need pastoral input or notification.

Worship committee member's responsibilities:

- a. Attend and actively participate in meetings.
- b. Check emails regularly and respond if needed as soon as possible.
- c. Take on one or two responsibilities of the committee.
Options: 1) Do job alone 2) Share with another committee member 3) Seek volunteers outside of committee.
- d. Participate when entire committee is sponsoring an event/service if all are needed.
- e. Give updates at monthly meetings
- f. Communicate any problems to chairperson.
- g. Seek advice from chairperson, other committee members, or the pastor.

Nominating Committee

(Per Bylaws of Gilbert Presbyterian Church)

- A. A representative Nominating Committee shall be constituted annually as follows: two (2) members *designated* by and from the Session, one of whom shall serve as Chairperson, and one (1) member designated by and from the Board of Deacons; four (4) members and two (2) alternates shall be elected at-large from the Congregation at the Annual Meeting, none of whom shall be active members of the Session or Board of Deacons. If there are more than six (6) nominees, provision will be made for election by ballot. The Pastor shall serve as an ex-officio member, without vote. Alternates should be designated Number One and Number Two and shall be called on to serve only when one of the committee members cannot fulfill his or her duties or term of office. Care shall be taken so that no two (2) members of the Nominating Committee are members of the same household.
- B. The Committee shall bring to the October Congregational Meeting nominations for Deacons and Ruling Elders, of one (1) eligible person for each office to be filled. The Nominees shall consist of both men and women, giving fair representation to the constituency. Additional nominations of qualified persons may be made from the floor by eligible voters, provided the person nominated has expressed a willingness to serve if elected. When additional nominations are made, ballots will be provided. Care shall be taken so that nominees to the Session will not serve with members of their household. Care shall also be taken so that nominees to the Board of Deacons will not serve with members of their household.
- C. No person shall serve on the Nominating Committee for more than one (1) year consecutively.
- D. The term of office of the Nominating Committee shall run from one Annual Meeting to the next Annual Meeting.
- E. At the first called meeting of the Nominating Committee each year, the chairperson shall read or have read Chapter II of the Form of Government as found in the “Book of Order” (G-2.01—G-2.0407), for use as guidelines in seeking nominees for Ruling Elders and Deacons.
- F. The two Ruling Elders designated by the Session and the representative from the Board of Deacons shall not be individuals who are eligible for re-election.
- G. No member of the Nominating Committee or member of his/her immediate family shall be considered by the committee for nomination as a Ruling Elder or Deacon, unless the nomination is for a second (consecutive) term.
- H. Members of the same household shall not serve concurrently on any one board; members of the same household may serve on separate boards at the same time.

Nominating Process

(as set forth in the bylaws of the Session to fulfill church bylaws)

In addition to the standing committees there shall be an annual committee with the responsibility of discerning individuals to be called to serve. This committee shall be formed as follows:

- A. Two (2) Session members named at the February meeting.
- B. One (1) current member of the Board of Deacons selected at their February meeting.
- C. Four (4) congregational members, with provision of two (2) alternates, elected at the Annual Meeting (February) of the Congregation as set forth in Article VI of the Bylaws of the Gilbert Presbyterian Church of Gilbert, Arizona.

Guidelines for Nominating Committee Chair

The Nominating Committee is responsible for providing nominees for the offices of deacons and ruling elders to the congregation. The nominees are presented to the congregation at the annual or called congregational meetings. These guidelines are provided to assist the Nominating Committee in this task.

The Nominating Committee is to prayerfully discern those members of Gilbert Presbyterian Church that God leads them to place in nomination.

The order, in general is:

- Develop a list of potential nominees, without consideration.
- After the potential nominees are listed, consider each for appropriateness, but only after the list has been developed. Potential nominees may be added to or removed from the list as appropriate.
- Determine what the schedule is for needing to have a list of names for presentation.
- Then determine the order in which each potential nominee is to be contacted and who is going to do the contacting. No more than the number actually needed should be contacted at the same time. The contacts should be on a face-to-face basis whenever possible. Phone calls are an acceptable method of contacting the potential nominees when face to face is not feasible. In no case should “electronic means” of communication be used. If someone says they cannot serve, then pass that on to the chairman of the nominating committee. Then the chairman will notify the appropriate committee member to make the next contact. Under no circumstances should contact be made without direction from the

chairman. This is to insure that contacts are made in a controlled manner to avoid possible complications. The chairman will keep all the members of the committee informed as to the progress of contacts and acceptances or declines.

When contacting potential nominees, let them know that they have been discerned through prayer to be asked to serve and answer any questions they may have. Ask them to prayerfully consider accepting the opportunity to serve and that you do not need to know immediately but to let you know in a few days. If they have not contacted you in a week, follow up with them and ask how their consideration is going. Answer any other questions they may have. Do let them know that there is a deadline for consideration because there is a schedule that you are trying to maintain.

Upon or immediately after the initial contact, send them each a prospective deacon or prospective elder letter. Ideally this would be delivered face to face, but email is acceptable.

- Ask the potential nominees to treat the invitation as confidential. Sharing their opportunity with their family, pastor, and committee members is certainly acceptable. Asking past deacons and elders for more information to aid their decision is certainly acceptable. At this point in the process, it is not appropriate for a nominee to spread the word generally.
- After a sufficient number of nominees has accepted, inform the session that you have the needed number, and who they are.
- At the October congregational meeting, the nominees for Deacon and Ruling Elder will be presented to the congregation for election.