



Union Hill Presbyterian Church

427 Franklin Road • Denville, NJ 07834 • (973) 361-9020 • www.unionhillchurch.org
Rev. Alan R. Schaefer, *Pastor* • Residence: (973) 361-0605 • Email: alan@schaefernet.us



Committee Purpose & Responsibility A Leadership Guide



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ABOUT THIS LEADERSHIP GUIDE

This Leadership Guide was written for everyone at Union Hill Presbyterian Church: Church members, Deacons, Elders, Committee Members and Chair People.

This leadership booklet explains the purpose and responsibilities of:

- current committees
- boards, and
- volunteer positions

The reader will benefit by having a better knowledge of how we are structured to do God's work at Union Hill Church.

The church will benefit by having members who can more easily participate in doing God's work at Union Hill Church. It is only through the people who volunteer to participate in the numerous and varied roles needed to be a vibrant church - bringing Jesus and God's Word to the communities in which we live.

With God's help, improvements to the booklet will be made over time, and approved by Session in compliance with the Book of Order.

Union Hill Presbyterian Church's Purpose

Excerpts from Mission Study (2003). . .

We are:

1. A community church, committed to growing in faith in Jesus Christ through learning, teaching and preaching the gospel.
2. Christ's disciples, living by example and striving to make disciples of others in our community and to be active participants in the church worldwide.
3. Led by God, through the Holy Spirit, to offer a broad spectrum of meaningful educational programs (opportunities) for people of all ages with a variety of needs.
4. Thankful that God has blessed us with a talented, committed and caring congregation. We embrace our intimate spirit while expanding spiritually and physically.

Our Vision of our future embraces these focus areas:

Stronger focus on young adults (Junior High to age 35). Research shows that if people don't come to the Lord by the time they reach 30, it is less likely that they will after that. Therefore, we will:

- Reinvigorate the Junior & Senior High Youth Groups, searching for active leadership from older ones in this age group along with active guidance by the Pastor.
- Initiate a program for young adults (college & early career)
- Expand opportunities in this age group to participate in meaningful ways in congregational life
- Develop a progressive, Christ centered worship event (at beneficial time for this age group and with upbeat music to meet their needs)
- Strengthen the new nursery program (and develop needed space) to make it easier for new parents to attend and keep attending.

Stronger and more focused mission outreach, both local and worldwide which will include:

- Better use of our web site; keeping it current and reflective of the active, committed church we are and intend to be. We have recently rebuilt the website and now begin to utilize it as an active tool of outreach.
- Clear evangelism education program with a developed plan for growth, with attention to the variety of unmet needs in the community (e.g. new families coming into the community, people with disabilities, etc.)
- Stronger and more coordinated support of mission outreach for groups and individuals in the congregation who are or want to be involved in this.

Building a larger and stronger congregation by meeting unmet needs in the community, keeping the intimate spirit alive at Union Hill Church. To do this we need to increase the physical size of our education building for classrooms, offices, storage and stage and make our church and our education building accessible to all.

Building & Grounds Committee

Chaired by Ruling Elder

Overall purpose is to manage the repair, maintenance, and improvement of the church, the Christian Education Building, the manse, and the church grounds in general.

Responsibilities include –

- 1) Perform annual inspection of manse with pastor and submits to Presbytery.
- 2) Plan and conduct at least two clean-up weekends annually in the Spring, and in the Fall.
- 3) Maintain a prioritized “things to do” list which identifies long and short-term projects (including annual setup of crèche).
- 4) Maintain current record of who has what keys to which doors of Manse, Cosman Hall, Education Building and Chapel.
- 5) Contract the services needed for snow removal, lawn care, maintenance, repairs and planned projects.
- 6) Schedule several committee meetings annually to discuss committee plans, budget concerns, unforeseen repairs, etc. Committee members are empowered to perform emergency maintenance/repairs either themselves or through a paid professional.
- 7) Interface with town officials and inspectors regarding health and safety code compliances.
- 8) Oversee responsibilities of the Building Use Coordinator. Committee is responsible for current rules, guidelines, insurance, and forms for use of Cosman Hall or other parts of the facility when appropriate. These must be approved by Session when updated and should be provided to the Building & Grounds Coordinator. The Building Use Coordinator is identified and designated by the Building & Grounds Committee and is usually the church secretary, when appropriate.
- 9) Present objectives & budget for the Building & Grounds programs and activities (including projected rentals) to the Session in a timely manner for the upcoming program year. Provide updates for Newsletter & other communications methods.
- 10) Chair person participates as an active member of the Session, prepare written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.

Building Use Coordinator

Designated by the Building & Grounds Committee. Can be any church member or church secretary, when appropriate.

Overall purpose is to schedule the use of Cosman Hall and/ or the Church Sanctuary so it does not interfere or conflict with other activities or programs. Non-conforming building use must be approved by 3 Session members through the Chair of Building and Grounds.

Responsibilities include:

- 1) Act as the contact person when there is a request to use Cosman Hall and/or the Sanctuary.
- 2) Ensure current information (Information, User Agreements – for members and for non-members, Hold Harmless Form or Certificate of Insurance Request Form, Rules, Checklist to Cosman Hall Users) is accessible in the office and/or on request. This information comes from the Building and Grounds Chair with Session approval.
- 3) Provide current information and appropriate User Agreement to the requestor, ensure Use Form is signed and completed and donation is appropriately received and deposited through Receipts Treasurer.
- 4) Ensure website and master calendar is updated with current information (through secretary or designee).
- 5) Be available to show building, collect donation, review contract with the requester, or ensure someone else will fill in.
- 6) Provide key or appropriate entry and exit; arrange for return of key and security, when appropriate.
- 7) The sexton should be informed (via the calendar) of building use so sexton's cleaning schedule can be adjusted if needed.
- 8) A written monthly report is submitted to Building & Grounds Chair for Session, and a report of activity is prepared for the annual congregation meeting through the Building & Grounds Chair.

- 9) Records should be kept current so when transition to a new building use coordinator occurs, the new coordinator should have current information to ensure an orderly transition.

Additional information:

AA exclusively uses the basement of the Church. AA is responsible for keeping the basement clean. AA makes a monthly donation. The dollar amount is reviewed by Finance and Budgeting Committee during the budgeting process and desired changes are recommended to the session. If passed, the AA contact discusses it with the AA Board. The AA Coordinator and/or Pastor is the point of contact for AA Board.

Current AA meeting schedule (meetings are typically 1-hour):

- Sunday, 4pm and 8pm
- Monday, 8 pm
- Tuesday, 5:30pm and 7:30 pm
- Wednesday, 7pm
- Thursday, 5:30 pm and 8pm
- Friday, 12:30pm and 5:30pm and 7:30pm and 10:30pm
- Saturday, 10am and midnight

The Christian Education (CE) building is used primarily by the Union Hill Church Pre-School. Their schedule normally runs from September to June and is Monday thru Friday, morning and afternoon. The point of contact is Jill Head, the Pre-school Director. Preschool makes a monthly donation.

Cosman Hall is available for use without charge for all Union Hill Church **groups**.

Typical uses include but are not limited to:

- a. Coffee Hour fellowship after Sunday morning worship
- b. Church dinners
- c. Meeting of church officers
- d. Committee meetings.
- e. Congregational life events
- f. Women's association
- g. Boy Scouts and Cub scouts (sponsored by UHPC – point of contact is the scouting coordinator)
- h. Youth Group
- i. Men's Ministry

Attachments A-F (User and Hold Harmless Agreements, Certificate of Insurance, Rules and Checklist) included.

ATTACHMENT A:

COSMAN HALL USER AGREEMENT FOR UHPC MEMBERS

Name of user:

Address:

Phone:

Date: _____ **Time from:** _____ **Time to:** _____

Purpose:

Check one:

- _____ 1-3 hours \$90 plus \$150 refundable security deposit
- _____ 3-6 hours \$140 plus \$150 refundable security deposit
- _____ Over 6 hours \$140 for the first 6 hours and \$25 per hour for each additional hour, plus \$150 refundable security deposit.

NOTES:

- 1) A building use check and a separate security deposit check are required with this "signed" user agreement. Checks should be made payable to Union Hill Presbyterian Church. Security deposit check will be returned after the event and premises have been inspected and found to be satisfactory. In the event the premises are not satisfactory, charges necessary to restore the premises will be deducted from the security deposit.
- 2) Alcoholic beverages and smoking is not permitted.
- 3) Decorations can only be adhered to walls or trim with low adhesion tape & no thumbtacks or push pins.
- 4) Return all cleaned cooking and serving ware to their proper place. Remove all trash to the outside trash bin. If used, restack chairs, clean all table surfaces and return to storage area as found. Leave the floors clean and swept of all debris.

I am authorized to act for the person stated above and have received and read the COSMAN HALL USE RULES and agree to abide by them. The use will be only for the specific purpose stated above.

User Signature

Print User Name

Union Hill Church approval signature

Date

**ATTACHMENT B:
UNION HILL CHURCH USAGE AND HOLD HARMLESS AGREEMENT**

The undersigned authorized representative of _____ (name of organization) of the city of _____, state of _____ shall be using Cosman Hall from _____ to _____, 2009 for the purpose of _____ (herein referred to as "the activity").

I/We understand and agree that neither Union Hill Church, nor its trustees, representative, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use Cosman Hall, I/we hereby assume all risk in connection with participation in the activity. I/we further release Union Hill church, its trustees, employees, agents, or representatives for any damage that may occur while participating in the activity. I/we further agree to save and hold harmless Union Hill Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/we also authorize Union Hill Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/we further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/we further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/we have executed this affirmation and release on the _____ day of _____, 2009

Signature

Print Name

**ATTACHMENT D
CERTIFICATE OF INSURANCE REQUEST FORM**

It is the policy of Union Hill Church to require all outside groups using Cosman Hall to provide proof of general liability insurance.

The appropriate paperwork should be attached to this sheet, prior to any use of Cosman Hall, naming Union Hill Church as an additional insured.

Name of organization:

Address:

Phone Number:

Contact person:

Title:

Description of use:

Approximately how many people will be involved in the activity?

Amount of coverage:

Name of insurer:

Phone number of insurer:

Policy expiration date:

Limits of liability: \$

Is Union Hill Church named as an “additional insured”?

Signature

Date

FOR CHURCH USE:

The paperwork attached to this sheet has been reviewed and approved by Session.

Signature

Date

ATTACHMENT E:

COSMAN HALL USE RULES

- 1) Alcoholic beverages and smoking is not permitted.
- 2) Use can begin at 10:00 am Saturday, and 12:30 pm Sunday. Use must be over by 10:30 pm and facility must be vacated by 11:00 pm.
- 3) Use includes use of eight large round tables, approximately 90 folding chairs, four buffet tables, and 2 children's picnic table and bench sets. Tables and chairs are for indoor use only. Tables and chairs must be returned to their storage areas.
- 4) Usage times includes setup, decorating and clean up.
- 5) Dates, once approved, will be held upon receipt of the security check and the donation check. Use may be preempted by a church activity, with adequate notice.
- 6) COSMAN HALL is not air conditioned; however, there are two large ceiling fans.
- 7) No items i.e. _____ may be brought into or removed from the premises without permission of the Session. *Building & Grounds will identify what this pertains to.*
- 8) Children must be supervised at all times.
- 9) All garbage must be contained in plastic bags and be removed after each use to the dumpster in the rear of the Cosman Hall building.
- 10) Plastic garbage bags must be used inside garbage cans.
- 11) All cans, plastic and glass must be recycled. We request that you remove them from the premises.
- 12) Facility must be left broom clean and ready for use by next group.

ATTACHMENT F:

CHECKLIST TO AID COSMAN HALL USERS

- 1) Please ensure all doors are locked before you leave, including the door you used as an entrance.
- 2) Make sure all lights are turned off.
- 3) Check bathrooms to make sure they are clean.
- 4) If you used the kitchen, please make sure stove and oven are turned off.
- 5) Facility must be left ready for use by next group.
- 6) Place key under the door marked "Christian Education" (secretary's office) in the front hallway.
- 7) Exit the building through the same door you entered. Be sure it is locked behind you.

Thank you – we hope your event was a success. Come back again.

Christian Education Committee

Chaired by Ruling Elder

Overall purpose is to ensure UHPC Christian Education program(s) develop spiritual and Biblical understanding and exist to meet a variety of needs of our congregation.

Responsibilities include:

- 1) In conjunction with the Pastor, determine the overall direction of the Christian Education Program(s) for the church. Oversee educational activities of the congregation, such as:
 - a) Youth Group
 - b) Sunday School
 - c) Confirmation classes, as needed
 - d) Newcomers Programs, as needed
 - e) Adult Education /Bible Studies
- 2) Promote Presbytery and local programs and resources in education and church leadership training.
- 3) Support and promote stewardship and special mission projects through Christian Education (such as: Souper Bowl of Caring, Operation Christmas Child, One Great Hour of Sharing) in conjunction with Mission & Outreach, and Vitalization & Stewardship Chairs.
- 4) Ensure seasonal (Christmas Pageant, Easter Egg Hunt, etc) and special events for the various areas are in place, with Session approval when needed.
- 5) Identify, recommend to Session, and train the Church School Superintendent.
- 6) Jointly with the Pastor ensure that teacher/leader dedication and recognition occurs appropriately.
- 7) Determine Christian Education program(s) in conjunction with the Pastor and their curriculum/materials, as needed.
- 8) Utilize Christian Education opportunities to reach out to the community in conjunction with Evangelism Committee.
- 9) Present objectives & budget for the Christian Education programs to the Session in a timely manner for the upcoming program year. Provide updates for Newsletter & other communications methods.
- 10) Chair person participates as an active member of the Session, prepare written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.



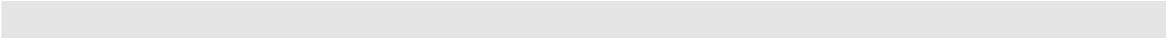
Sunday School Superintendent

Held by Member of UHPC

Overall Purpose is to, along with the Christian Education Chair, ensure that the children's worship and Christian educational needs are met.

Responsibilities include:

- 1) In cooperation with the Christian Education Chairperson, oversee the church school staff in the following areas:
 - a) Staffing and Supplies -
 - i) Assist with identification and recruitment of teachers, assistants, substitutes and Enrichment Sunday volunteers.
 - ii) Convey Presbytery and UHPC policies to all church school staff.
 - iii) Secure adequate classroom supplies, including children's Bibles, offering envelopes, music, etc.
 - b) Class Structure and Schedule –
 - i) Assign Sunday School students according to age/grade level and current staff of teachers.
 - ii) Assure attendance records are kept.
 - c) Curriculum and Worship Needs –
 - i) Assist with selection, ordering, and distribution of Sunday School curriculum.
 - ii) Provide guidance, training and support to staff in planning and implementing the curriculum.
 - iii) Assure age appropriate Bible verses and stories, prayers, creeds, hymns are taught as part of the curriculum.
 - iv) Assure offering envelopes are received in a prayerful way either during the congregation's worship service or during Sunday school.
 - d) Special Events –
 - i) Oversee planning and implementing mission projects such as the Souper Bowl of Caring and the Operation Christmas Child boxes. Coordinate with and report results to the Christian Education Chair so they may be forwarded to Mission & Outreach committee and Session.
 - ii) Oversee planning and implementing special functions such as Christmas Pageant and Easter Egg Hunt.
 - e) Communication with Students and Parents –

- i) Ensure adequate communication is provided to parents regarding Sunday School plans, curriculum studies, programs, and upcoming special events.
 - ii) Encourage staff communication with students and parents regarding missed classes.
 - 2) Serve as a member of the Christian Education Committee and act as a liaison between the church school staff and the Committee.
 - 3) Report concerns, accomplishments, needs and attendance of the church school to the Christian Education Committee.
 - 4) Ensure Sunday School offering to the Receipts Treasurer for deposit and recording.
 - 5) Provide updates for Newsletter & other communications methods.
 - 6) Present objectives & budget to the Christian Education Chair to be presented to Session in a timely manner each year. Provide updates for Newsletter & other communications methods.
 - 7) Prepare written updates, as needed, to Christian Ed Chairperson to be included in the Committee's Session Report circulated prior to each session meeting -including any written requests for Session approval that may be needed.
- 

Youth Group Leader

Held by Member of UHPC

Overall purpose is to provide opportunities to the Middle School (Junior Highs) and High School youth of the congregation for fellowship, fun, and to help them grow in their Christian faith. This is done through developing a relational ministry.

Responsibilities include: Provide ways for youth to –

- 1) Explore real issues that affect them from a Biblical and practical perspective.
- 2) Gather in worship and fellowship with other youth in Union Hill, the community and other churches (PYC and other denominations)
- 3) Celebrate God through music (concerts, salt & light choir, coffee houses, etc), drama (movies, plays, etc) and other avenues.
- 4) Gather for social, activities/games, sports and fun events to understand that being Christian can be fun.
- 5) Be active in service and support of local outreach/missions, the church and Presbytery's global missions as part of living a Christian life.
- 6) Interact informally through technology (E-mails, AIM, Facebook, etc) and/or one to one with leader as needed and with one another.
- 7) Enjoy the events safely by:
 - a) Having more than one adult at each activity and enough chaperones as needed for specific activities
 - b) Adhering to policies of current medical forms, permission slips when needed (going off site) and emergency contact numbers for all in attendance.
- 8) Present objectives & budget to the Christian Education Chair to be presented to Session in a timely manner each year. Provide updates for Newsletter & other communications methods.
- 9) Prepare written updates to Christian Ed Chair Person, as needed to be included in Committee Report circulated prior to each session meeting including any written requests for Session approval for offsite events.

Congregational Life Committee

Chaired by Ruling Elder

Overall Purpose is to plan and hold fellowship events and activities throughout the calendar year for all age groups (1) within the congregation, (2) within the community our church serves, and (3) with other churches in the Presbytery.

Responsibilities include:

- 1) Create opportunities for fellowship that fosters and encourages bonds/friendships among members and across affinity groups. These might include but are not limited to: church picnics, chili bake-off, game night, square dancing, St. Patty's Day, talent shows, fall harvest, progressive dinners, trips outside the church (e.g., baseball games, shows, concerts, etc.).
- 2) Ensure a spiritual message in all non-worship gatherings of the congregation.
- 3) Encourage congregational members to outreach to the community and bring friends and guests. Work with the Evangelism/communication committee to advertise events when appropriate.
- 4) Present upcoming objectives and proposed budget to Session in a timely manner for the upcoming program year. Provide updates for Newsletter & other communications methods.
- 5) Chairperson participates as an active member of the Session, prepare written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.

Evangelism & Communication Committee

Chaired by Ruling Elder

Overall Purpose is to create and publicize worship, events, programs, activities, etc. throughout our local communities which provide opportunities to introduce people to an personal and saving relationship with God through Jesus Christ by interacting with our individual members, staff and congregation as a whole.

Responsibilities include:

1. Identify community needs that the church can provide and work with the appropriate committee to implement programs or services.
2. Ensure visitors to our church site are welcomed and introduced to others to encourage them to want to return. Elicit information for the purpose of follow-up.
 - a) Invite guest(s) to join us at coffee hour for fellowship opportunity.
 - b) Use postcards to acknowledge attendance and invite back.
 - c) Ask if we may add as a recipient of our newsletter.
 - d) Utilize personal phone calls, as appropriate.
3. Place advertisements for Sunday worship and special services in local newspapers such as *The Daily Record*, *The Neighbor News*, *The Randolph Reporter* and *The Citizen*.
4. Advertise events, programs and activities, such as, but not limited to: Salt and Light performances, Contemporary Worship, Fund Raisers, Activities, Congregational Life events, etc. Ads may be in the form of newspaper articles, community/Preschool flyers, or public access television. Include photographs if they are available.
5. Maintain existing church signs and explore opportunities to add more.
6. Collaborate with Website Coordinator.
7. Schedule and orchestrate the Live Nativity and volunteers for two or more evenings prior to Christmas.
8. Present upcoming objectives and proposed budget to Session in a timely manner for the upcoming program year. Provide updates for Newsletter & other communication media.
9. Chair Person participates as an active member of the Session, prepare written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.

Web Coordinator

Held by Member of UHPC

Overall Purpose is to utilize technology to extend the reach of the UHPC community into the wider community and draw people to the worship, the activities and programs offered.

Responsibilities include:

- 1) Maintain current information on the website provided by committee chairs, secretary, Pastor or others to ensure website is current.
- 2) Assist others in the church in understanding how to use the website to accomplish our Mission and Vision of UHPC.
- 3) Ensure that current Newsletters is posted to the web and the link sent by email is working.
- 4) Ensure that a calendar of current activities appears and/or can be posted to the website in a timely manner.
- 5) Ensure appropriate confidentiality/anonymity when posting pictures on the website.
- 6) Present objectives & budget to the Evangelism/Communication Chairperson to be presented to Session in a timely manner each year. Provide updates for Newsletter as needed.
- 7) Prepare written updates, as needed, to Evangelism/Communication Committee Chair Person to be circulated in their Committee Reports prior to each session meeting - including any written requests for Session approval that may be needed.

Finance & Budgeting Committee

Chaired by Treasurer or Treasurer designates Chair

Overall purpose is to work with the church Treasurer, act as a resource to committees, and organize and conduct the annual budget process.

Responsibilities include –

- 1) With the church Treasurer, perform a monthly review of income & expenses (actual versus budget) for the church and the pre-school.
 - a) When significant deviations occur, the Finance Committee acts as a resource to the chair(s) in deciding what to do.
- 2) Arrange for and oversee an annual review of church insurance with agent.
- 3) Work with Treasurer to create timely annual budget.
 - a) Assess sources of income (i.e. pledges, AA, Preschool, Cosman hall, fundraisers, etc.) and work with appropriate contact or committee to make recommendation to Session for any changes.
 - b) Each committee will be asked to establish goals and objectives that are aligned with the overall goals of UHPC. Each expenditure should be associated with a goal. Goals should be measurable so committee can evaluate their effectiveness in reaching the goal.
 - c) Working with the church Treasurer, compile individual committee budgets into a proposed budget for the entire church and present to Session. Provide updates for Newsletter & other communications methods.
 - d) Prepare annual report for inclusion in the congregation annual report.
- 4) Prepare any objectives &/or budget needed for the committee to be presented by the Treasurer to the Session in a timely manner each year. Provide updates for Newsletter & other communications methods.
- 5) Prepare written to the Session through the Treasurer to be distributed at least two days prior to the Session, including any written requests for Session approval that may be needed.

Mission & Outreach Committee

Chaired by Ruling Elder

Overall Purpose is to guide our church in the areas of mission, outreach, and service, following the example of Jesus Christ to care for all of God's people.

Responsibilities include:

- 1) Review all incoming mission requests and secure Session approval for any before implementing.
- 2) Identify local and global mission projects; coordinate volunteers and donations. Examples of current local mission projects include the Market Street Mission Coat Drive, supporting the food pantry at the dept. of Denville Social Services, and giving to Homeless Solutions. Examples of current global mission projects include the Souper Bowl of Caring, Hurricane Katrina mission support, and Batay Relief.
- 3) Continue to support PCUSA special offerings. In addition to the Unified Mission Support (which is money that goes to global missionaries), there are 4 yearly appeals. The appeals and when they fall during the church calendar are as follows:

One Great Hour of Sharing – Palm Sunday
Pentecost – On Pentecost, 7 weeks after Easter
Peacemaking – World Communion Sunday, first Sunday in October
Christmas Joy – Sunday before Christmas

To support these missions, the chairperson would coordinate and/or present "Minute for Mission" talks to the congregation during Sunday worship services.

- 4) Work with the Christian Ed. Chairperson to identify and involve Sunday School students and the Youth Group(s) in mission projects and appeals when appropriate.
- 5) Submit information about ongoing mission work to the monthly newsletter
- 6) Present upcoming objectives and proposed budget to Session in a timely manner for the upcoming program year. Working with the Finance & Budgeting Committee, develop and recommend proportionate giving for Unified Mission Support. Provide updates for Newsletter & other communications methods.
- 7) Chair Person participates as an active member of the Session, prepares written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.

Nominating Committee

Chaired by Ruling Elder

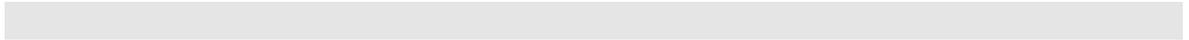
Overall purpose is to present viable and willing candidates for open Elder and Deacon positions to the Congregation at the Congregational Meeting when necessary.

As per the Book of Order, the Nominating Committee should be a representative sample of the congregation (reflecting gender, age, racial/ethnic backgrounds, disabilities, etc.) At least two Elders are designated by Session (at least one currently on Session to serve as moderator of the committee); At least one Deacon designated by and from the Board of Deacons; three other congregational members (not currently on Session or Board of Deacons) are elected from congregation at the September Annual Meeting . Pastor serves ex-officio (without vote). Nominating committee members are elected annually and cannot serve more than three consecutive years. Every effort should be made for this committee to be a representative sample of our congregation.

Responsibilities include:

- 1) Identify, with Clerk, which Elder and Deacon positions that need to be filled.
- 2) Begin the process Mar/Apr timeframe in order to present a final slate of candidates to the Congregation at the Special Congregational Meeting the first Sunday in June.
- 3) Obtain a current membership listing from Clerk or the membership committee.
- 4) Understand (1) role, (2) responsibilities and (3) time requirements for Board of Deacons and Elders.
 - a) ELDERS –
 - Provide spiritual leadership for our church; encourage congregation to worship regularly and be active in the life of our church; follow God's guidance to make things happen in our church;
 - Responsible for chairing a committee of Session and provide monthly reports to Session and committee's annual budget; and
 - Required to prepare, attend, & participate in each monthly session meeting (using a set agenda format).
 - b) DEACONS –
 - Minister to those who are in need, who may be in distress, both within and beyond the community of faith;

- Responsible for ministries deemed to be important by the board of deacons, plus ministries delegated to them (from time to time) by the Session;
 - Required to prepare, attend & participate in each Board of Deacons meeting following a set agenda format.
- 5) Prayerfully discuss and decide who to approach to fulfill open terms. Care must be taken not to ask (at one time) more people than there are open positions.
 - 6) Contact potential candidates and gain their agreement to accept nomination and serve when elected by congregation. After people accept nomination, provide each candidate with copy of "Roles & Chair Responsibilities Leadership Guide".
 - 7) Encourage congregation to consider (throughout the year) that "people have many gifts and talents, and God calls us to use these in different ways."



Personnel Committee

Chaired by Ruling Elder

Overall purpose is to strengthen the effectiveness and satisfaction of Union Hill Church's staff and ensure personnel policies and practices set by Presbytery are met consistently and equitably.

Responsibilities include:

- 1) Oversee interview/hiring process, annual review and compensation recommendations for the following employees: secretary, preschool director and staff, pastor, music director, sexton, Sunday Toddler Care in collaboration with appropriate Chairs. Ensure current job descriptions exist for all staff positions and salaries are approved annually by Session
- 2) Provide a report to Session each year which summarizes staff accomplishments regarding the previous year's work, ensuring that a review was done with each paid staff members. This is done with input from or done by the appropriate committee chair(s).
- 3) Advise and support the staff in matters regarding employment policies and practices.
- 4) Obtain pulpit supply for Pastor during absences. An Elder may substitute for the Pastor as Pulpit Supply. Work with Pastor to ensure a development process for Elders exists to help them formulate meaningful sermons.
- 5) For Pastor, keep records of Terms of Call, Vacation / Continuing Education time used and submit appropriate forms to Presbytery and Board of Pensions for all salary increases.
- 6) Present objectives & budget for personnel in terms of compensation and related personnel expenditures (materials and resources needed) to the Session in a timely manner for the upcoming program year collaborating with the Chair of that Committee (i.e. Preschool, Worship and Building & Grounds). Provide updates for Newsletter & other communications methods.
- 7) Chair Person participates as an active member of the Session, prepares written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.

Session Liaison & Preschool Chair of Board of Directors

Held by Ruling Elder

Overall Purpose is to ensure communication, integration, alignment, coordination and active partnership among the important and on-going outreach programs of the Church and the Session. Currently these include: AA, Boy Scouts and UHC Preschool.

Responsibilities include:

1. Chair the Preschool Board of Directors (see responsibilities).
2. Present inputs from Scout Coordinator, held by Church Member (Chartered Organization Representation) and AA Coordinator (held by President of Trustees, or designee), as needed to the Session. See responsibilities for each of these roles.
3. Ensure that UHC's Mission, Vision and Values are reflected in the By-Laws, activities and actions of these on-going outreach programs.
4. Prevent conflicts in scheduling use of facilities, as much as possible.
5. Session Liaison participates as an active member of the Session. He/she prepares written monthly reports from each of the outreach ministries, as needed and distributes 2 days prior to meetings in one monthly report. Action items should be detailed and highlighted. The information would also include any deviations from budget and actions to be taken when appropriate.

Pre-School Board of Directors Chair

Held by Ruling Elder

Overall Purpose is to ensure integration, alignment and on-going active partnership between the Union Hill Church Preschool's philosophy & mission, and the Union Hill Church's mission, goals and outreach to the community.

Responsibilities include:

- 1) Chair the Preschool Board of Directors (for no more than 3 consecutive years – to be appointed one year at a time)
- 2) Ensure that the Preschool is following their by-laws which are current and supporting UHPC's by-laws.
- 3) Ensure that, at least, quarterly meetings are called in line with the ByLaws
- 4) Bring necessary actions and recommendations of the Board to the Session as motions.
- 5) Work in conjunction with the Personnel chair, Preschool Director and Pastor, agreeing on recommended raises and teacher recognition (monetary) to recommend teacher salaries.
- 6) Ensure information and coordination of programs and activities are communicated between Church and Preschool for the Newsletter & other communications methods.
- 7) Communicate schedule of church worship, activities and events along with an invitation to director, teachers and preschool families, as appropriate (such as Contemporary Worship Service, clean up days, congregational life, fund raisers, etc.)
- 8) Work in conjunction with the Preschool Director, Treasurer or designee to develop and present objectives and budget for the Preschool to the Board of Directors and then the Session in a timely manner for the upcoming school year.

Scouting Coordinator

Chartered Organization Representation

Held by Member of UHPC

Overall Purpose: the Boy Scouts of America has established a series of programs for boys which it gives to sponsoring organizations to run as part of their structure and their outreach to the community. They offer assistance in the operation of these programs through local offices. In short, this is our program to run, and part of our outreach. The job function of the UHPC Scouting Coordinator is to oversee these programs and to work with the units and the local Scout Council.

Responsibilities include:

- 1) Recruit leaders for the troop and the pack from among the congregation and the community. Approve and sign all adult leader applications.
- 2) Assist in the recruiting of boys. Scouts may be Cub Scouts (1st grade to age 11), boy scouts (age 11 to 18), and or explorer scouts (older boys with focus on more independent Scout activities). Scouts and/or their parents do not need to be members of UHPC.
- 3) Assist the units as needed with the annual review and rechartering process. Present this information to Session.
- 4) Work with the unit committees on an as-needed basis. Attend committee meetings; be in the email loop.
- 5) Encourage frequent committee meetings and recognition of leaders.
- 6) Ensure the use of approved financial policies. Approve all fundraisers. If needed, get Session approval.
- 7) Represent UHPC as a voting member at Council and District Committee meetings.
- 8) Ensure that boys graduate from unit to unit, and emphasize advancement and recognition.
- 9) Communicate schedule of church worship, activities and events along with an invitation to leaders and members as appropriate (such as Contemporary Worship Service, clean up days, congregational life, fund raisers, etc.)
- 10) If there is any need to prepare objectives and budget for following year they are to be submitted in a timely manner to the Session Liaison for presentation to Session. Note: there is money available in a church designated account for "Boy Scouts of America"
- 11) Prepare written reports for the Session Liaison to include in his/her report which is distributed 2 days prior to a Session meeting. Any action items should be detailed and highlighted.

AA Coordinator

Held by President of Trustees (elected annually by congregation) or designee

Overall Purpose is to support the AA ministry by providing a contact to the church as needed, keeping communications open between the church and AA to promote understanding of each other's needs and requirements.

Responsibilities include:

- 1) Provide AA with a schedule of our worship services in January each year.
- 2) Meet annually with their leadership to discuss any issues.
- 3) Notify AA contact whenever there will be a schedule conflict with use of sanctuary and an AA activity. For example, Christmas Eve services.
- 4) Communicate schedule of church worship, activities and events along with invitations to AA leader, as appropriate, such as Contemporary Worship Service, clean up days, congregational life events, fund raisers, etc.) Information needs to be provided to their coordinator a month in advance in order to inform all their members appropriately.
- 5) Ensure respect of anonymity (confidentiality) required of their members and their need to remain separate from the Church.

Treasurer

Elected annually by Session – Held by Member of UHPC

Overall Purpose is to act as central contact for all church finances, based on accurate financial accounting. Communicate concerns, issues and deviations from budget to appropriate committee chair and Session. Work is supervised by the Session members in their capacity as Trustees of the Corporation of UHPC.

Responsibilities include:

- 1) Chairs the Budgeting - Finance Committee or assign to designee (member of committee).
- 2) Pay both the church and the pre-school bills.
 - a. Bills for both the church and pre-school will be placed in the treasurer's box in the church office.
 - b. If the bill is not a recurring monthly bill, the Treasurer must have an approval by the person responsible for that bill (signified by initials). The responsible person should either be the Pastor, Preschool Director or a Session Chairperson.
- 3) Recommend investments to the Session and keep detailed history of the savings for both church and preschool with recommendations reviewed by committee to manage, safeguard and maintain the congregation's financial resource and brought to Session for approval.
- 4) Initiate an annual budgeting process with the Finance & Budgeting Committee providing budgeting worksheets, as appropriate, to the committees.
- 5) No income from either the church or preschool is given to the Treasurer to deposit.
 - a. Ensure a "Receipts Treasurer" is appointed by the Session to deposit all income /receipts for the church.
 - b. The preschool director deposits the income/receipts from the preschool.
 - c. Both will give an explanation of the deposit and the deposit slips to the treasurer.
- 6) Payroll is taken care of by the church's designated payroll coordinator.
 - a. The treasurer will reimburse (to the preschool) the following salaries: the Pastor, music director, organist substitutes not on payroll, and 20%

- of the secretary and sexton's salaries.
- b. The treasurer will write checks for the organist substitutes, pulpit supply pastors, toddler care provider - those who are not on the payroll.
 - c. The treasurer will keep track of the funding of the Janet Bricker Music Fund.
- 7) The church pays payroll taxes. These are paid by the payroll service. This is budgeted for in pay and an additional (approx. 10%) amount for FICA+.
- a. The treasurer will ensure that an annual amount is budgeted for the church (approximately 10% of church salaries) that will be reimbursed to the preschool for payroll taxes (billed to the preschool by payroll service) in addition to budgeted salaries (FICA ++).
- 8) Pension and medical coverage for the Pastor is solely determined by the Board of Pension USA.
- a. The treasurer is billed once a month.
- 9) Ensure those in charge of various funds, not being managed by Treasurer, report financials annually to the Session (e.g., Deacons, Sunday school, or any group funds that may exist outside of the Treasurer's keeping).
- 10) Ensure there is an annual audit committee established with selected congregational members or outside firm and it is completed. Provide information for audits as needed.
- 11) Prepare written monthly financial summary report and investment summary to the Session each month after bank reconciliation is complete.
- a. Provide detailed data to each committee chair when it appears they are deviating from their budget. The data should be provided at least one week prior to the Session meeting so the committee can decide what to do and chair includes in next report to Session.
 - b. Bring recommendations and updates from the Budgeting-Finance Committee to the Session for approval.

Payroll Coordinator

Held by member of UHPC

Overall purpose is to ensure personnel in paid positions within the Church and Preschool are paid in accordance with: approved salaries and that all federal and state payroll taxes are distributed in a timely manner.

Responsibilities include:

1. Receive appropriate timesheets for all hourly employees from Director of Preschool (preschool staff, sexton, secretary) for processing 10 days prior to date that pay is due to employees. It should be approved by email by the Director of the Preschool Board.
2. Receive appropriate time statements from Music Director for herself and any substitute organists in her absence for processing 10 days prior to date that pay is due to employees.
3. Process Pastor's pay a week prior to the salary due date.
4. Ensure that salaries are paid for Preschool employees, Music Director, Sexton and Secretary are paid on the 15th of the month and the Pastor is paid on the 30th of each month if it falls on a weekday. If those dates fall on a weekend, then salaries needs to be paid on the Friday before it is due.
5. Complete the appropriate forms for Payroll service and fax to them for processing.
6. Receive processed checks or statements from Payroll Services. For checks that are not direct deposited to an employee's bank account, sign and send to employee. All Preschool staff and secretary checks go to Preschool Director for distribution. For those that have checks direct deposited to their bank account, send out statements to the employee or give Preschool staff and secretary statements to Preschool Director for distribution appropriately.
7. Amount of payroll needs to be sent monthly to Treasurer.
8. Pay timeframes are as follows: Current Pastor is paid on the 30th for the next month (worked out at time of hire); Preschool Staff is paid for their regular hours on the 15th of the current month and any additional hours the 15th of the following month. Music Director is paid the 15th of the following month; Secretary and Sexton is paid the 15th of the following month.
9. Salary increases are processed in September and October appropriately.
10. Any monetary gifts approved by the Session for employees are processed and paid by Payroll Services at the appropriate time.

Receipts Treasurer

Appointed by Session; Held by Member UHPC

Overall Purpose is to maintain a separation of the monetary collection record keeping (offerings, other income, gifts, etc. and depositing functions from the dispersal function performed by the Church Treasurer.

Responsibilities include:

- 1) Collect all offerings and deposit same into the appropriate church account.
- 2) Give written explanation of the deposits and the deposit slips to the Church Treasurer with gifts to specific designations. (mission, ministry, per capita, etc)
- 3) Keep accurate records of pledges and offerings each week, itemizing any gift with designation and amount as indicated.
- 4) Provide individual quarterly reports and year- end report to givers who have identified themselves or who have pledged.
- 5) Member of Budgeting –Finance Committee

Vitalization & Stewardship Committee

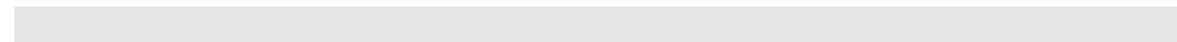
Chaired by Ruling Elder

Overall Purpose is to encourage active membership in the life of the church through worship and gifts of time, talent and treasure year round and actively manage an active membership role and current contact information.

Responsibilities include:

- 1) Ensure an agreed to Mission/Vision for Union Hill Church exists and is visibly communicated throughout the year in order to see how time, talents and treasures contribute to that Mission/Vision.
- 2) Ensure that attendance is tracked in order to integrate new members quickly into the life of the church and members who become less active (in worship, fellowship and the work of the church) are called on for dialogue and encouragement.
 - a) Work closely with Deacons to coordinate calls to people who become less active and find ways to reactivate them, such as: include them in worship services or remove any possible barrier they may have in getting to UHPC.
- 3) Identify talents of individuals and encourage them to volunteer. Work with committee chairs in need of committee members to connect talents of members where possible.
- 4) Oversee Newsletter Editor to ensure on-going communication occurs (monthly) to attending, non-attending members and 'friends' of UHPC. The Newsletter link is sent by email. Ensure that those requesting the Newsletter in the regular mail receive it.
- 5) Work closely with Evangelism & Communication Committee, the Pastor, and the Clerk of Session to:
 - a) Move visitors to active membership in a timely manner (their desires and our efforts) ensuring current contact information is added to Master Listing; and
 - b) Coordinate follow up with members who don't participate in the life of the church and after earnest follow up is exhausted, start the process outlined in the Book of Order to move them off the Membership Roll of UHPC or transfer their membership to their current church, with the ultimate goal of helping them get connected to a church most suitable for their needs and location.

- 6) Provide on-going education and/or resources to the congregation so they fully understand the meaning of stewardship both biblically and theologically. Work with the CE Committee and Pastor to ensure the congregation understands stewardship as intentional, year round with an age-appropriate message.
 - a) Conduct timely pledge process and communicate blinded results, maintaining confidentiality at all times, to the congregation, the Session and the Treasurer, and the Finance & Budgeting Committee.
 - b) Review pledge status at least quarterly, identify and coordinate any appropriate action needed with appropriate committees and/or members.
- 7) Present upcoming objectives and proposed expenditures to Session in timely manner to prepare annual budget
- 8) Chair participates as an active member of the Session, prepares written monthly reports (including deviations from budget and actions to be taken) and distribute 2 days prior to meetings. Action items should be detailed and highlighted.



Newsletter Editor

Held by Member of UHPC

Overall Purpose is to communicate church and ministry information, events and activities to UHPC congregation and friends of the congregation via a monthly newsletter.

Responsibilities include:

- 1) Set deadlines for submitting articles & notify committee chairs, Pastor, Deacons, etc. of deadline.
- 2) Gather submitted material & review for style, and propriety - edit as needed.
- 3) Layout and design newsletter (adding artwork as needed - PDF format), ensure continuity of design.
- 4) Ensure Newsletter is posted on UHPC website. Distribute link for newsletter to church members using email master contact list maintained by Vitalization – Membership Committee or designee (usually church secretary). Link is connected to UHPC website.
- 5) Distribute newsletter via U.S. mail for church members without email or with a preference for hard copy. Keep the listing of requestors updated. Distribution could be done by designee as assigned (possibly secretary).



Worship Committee

Chaired by Ruling Elder

Overall purpose: to ensure that worship services and communion are held on a regular basis and encourage the people to participate fully and regularly in it.

Responsibilities include:

- 1) Oversee scheduling, preparation, serving and recording of services and Communion
 - a) Communion servers must be Elders or Deacons, either past or present, or members of the congregation by the invitation of the Worship Committee.
 - b) Guidance / training of all communion servers.
 - c) The elements are prepared by an Elder or Deacon. .
 - d) The number of communicants should be recorded in the attendance book (by usher) and reported at Session meetings to be recorded in the Session Meeting Minutes.
 - e) The utensils should be washed and made ready for their next use.
- 2) Oversee securing lay participation in worship (greeters, ushers, readers, drama, soloists, summer music, etc.)
- 3) Oversee the use of special appointments such as candles, banners and other art.
- 4) Encourage and coordinate support and participation in community religious observations.
- 5) Ensure worship needs of the congregation and the wider community are met through traditional and creative ways: contemporary worship, Seder, timing for services, etc. in addition to ongoing Sunday morning worship. Some examples, but not limited to these as creative ways to worship are: healing services, blue Christmas service, blessings of animals, honoring veterans, etc.
- 6) Explore, develop and implement ways to utilize technology to extend worship to those (members and non-members) whom may not be

able to attend and participate in a usual Sunday morning service: e.g. elderly, shut ins, parents with small children, people busy on Sunday, etc. Ensure that technology (DVD, Phone Conference Call, Webinar, on-demand service on website, audiotape) is communicated or brought to those who need it or may take advantage of it (along with equipment, if needed).

- 7) Provide input to Personnel Committee on Music Director and substitutes contributions to develop salary, gifts and continuing ed recommendation for budget.
- 8) Present upcoming objectives and proposed budget to Session in a timely manner for the upcoming program year.
- 9) Participate as an active member of the Session, prepare written monthly reports which needs to include number of communicants each time it is offered and also including deviations from budget and actions to be taken. It should be distributed 2 days prior to meetings. Action items should be detailed and highlighted.



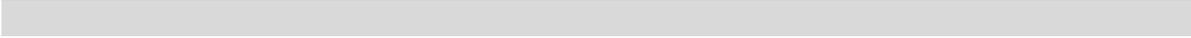
Contemporary Worship Sub-Committee

Coordinator role held by UHPC Member

Overall purpose is to fill a need for a less traditional style of worship at Union Hill Church and in the community. Assuming there is a need, the committee's purpose will be to experiment with different order of worship formats (with music leaders and worship leaders), venues, dates, and times. If successful, ultimate goal will be a monthly contemporary service. This sub-committee is under the Worship Committee.

Responsibilities include:

- 1) Determine order of worship that satisfies need.
- 2) Identify and quantify resources required for each element of the worship service.
- 3) Plan, rehearse, and with God's help have contemporary services at UHPC.
- 4) Report concerns to the Worship committee.
- 5) Identify for each service a **worship leader** and a **music leader**.
 - a) **Worship leader** suggests the worship elements and their order in the service under supervision of the pastor. Worship leader welcomes congregation, leads the service, introduces band members, and closes the service.
 - b) **Music leader** assists with song selection based on availability of music/lyrics, copyright license, instruments/musicians available, and rehearsal time. Music leader will create a "core group" of the songs we use. Plan is to introduce a few new songs (easy, repetitive verses are best) at each contemporary service and sing a selection from our "core group".
- 6) Checklist of tasks:
 - a) reserve date/time for Cosman Hall
 - b) decide on refreshments or not
 - c) have worship leader & decide message
 - d) have music leader
 - e) have musicians
 - f) have sound enhancing equipment
 - g) schedule rehearsals
 - h) set-up hall

- i) select & obtain music
 - j) create music binders
 - k) create PowerPoint file, obtain & set-up projector
 - l) create single page bulletin, or not
 - m) advertise the service and invite a friend
 - n) praise God
- 7) Present objectives & budget for materials and resources needed to the Worship Committee in a timely manner for the upcoming program year.
- 8) Prepare written updates to the Worship Committee Chair to include in their written report to the Session which is distributed 2 days prior to Session meeting. Action items should be detailed and highlighted.
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BOARD OF DEACONS

Moderator of Deacons is appointed by Outgoing Moderator & the Pastor.

Overall Purpose is to minister to those who are in need, who may be in distress, or who would benefit from compassionate outreach. The board consists of six elected members and two additional members who serve as the parish nurses elected annually, as available. Board of Deacons must meet at least quarterly and determine their own quorum.

Responsibilities include:

- 1) Ministries deemed to be important by the Board of Deacons, plus ministries delegated to them by Session when appropriate.
- 2) Receiving and monitoring Joys and Concerns during worship (and throughout the week, as needed). Keep a prayer journal and update the list at least every 3 months, keeping it current. Following up on needs that come to light within the congregation or in the local community through prayer or direct help, as possible and as appropriate and in a confidential nature when needed.
- 3) Preparation for Communion including buying grape juice (2 bottles is enough) and a loaf of white bread - crust cut off and cubed. It needs to be in the Narthex by 9:15 am. In addition, arrangements need to be made with the Pastor for his bread. The Usher (currently Jack S.) will prepare the elements on Communion Sundays.
- 4) Outreach with the Preschool by purchasing paper goods for the preschools' 4 year old "graduating" classes in June or purchasing items from the Preschool's "Wish List" when money is available, etc.
- 5) Reaching out to members who have been absent from church and working with the Vitalization & Stewardship Committee to encourage them to return.
- 6) Reaching out to college student members (Collegiate Care) by ensuring a current list of college students and their current contact information (emails, addresses, etc) is kept by the Deacons and provided to keeper of Master List for Congregation Members and Friends.
- 7) Sends out 'care packages' or other cards, items or messages to students to let them know UHPC cares about them and are thinking of them. Coordination can include the congregation in the collection of food items and donations for postage and coordinating support for them on-line, etc.

- 8) Coordinating the fellowship following the worship service usually as a Coffee Hour. This includes: a sign-up process, (i.e. having a current sign-up sheet displayed in Cosman Hall kitchen entrance area), communicating when necessary to recruit hosts, having some supplies available (cookies) in the event that someone forgets, having directions posted or available for those that need, and assisting new members when they host the first few times.
- 9) Coordinating the flower ministry with weekly flower ministry sign-up sheet in the Narthex and for various special occasions throughout the year (e.g. flower sales at Easter and Christmas, palms for Palm Sunday, carnations on Mother's Day, Thanksgiving, Veteran's Day and Memorial Day). Also, coordinating Fathers' Day gifts and decoration of the sanctuary for Christmas.
- 10) Ensuring ample kitchen supplies exist in the kitchen (e.g. coffee, coffee filters, foil, Ziploc bags, plastic wrap, sugar, tea, stirrers and sweeteners). Garbage bags and paper towels are the responsibility of the Sexton.
- 11) Responsible for submitting records of minutes/accomplishments to the Session at least annually and attending an annual joint Deacons / Elders meeting.
- 12) Parish Nurse(s) are elected (as available and willing to serve) annually by the congregation to provide health and wellbeing support and education to the congregation and the local community by such things as (but not limited to): blood pressure screening, educational talks on health issues, blood drives, etc.)

Roles on the Board of Deacons (elected by the Board of Deacons):

- 1) Moderator: plans the meetings, creates the agenda, and sees that the Deacon responsibilities are assigned and completed. The moderator initiates the call chain in the event of a members passing or a need of immediate prayer or help of a church member.
- 2) Treasurer: keeps track of the finances, i.e. writing checks, making deposits, and checking the money box from coffee hour periodically to deposit any overflow.
- 3) Secretary: takes minutes at the meetings and then types them up and distributes them to fellow Deacons and the Pastor via email. If any correspondence is needed, the secretary may take care of this also.

Clerk of Session

Overall purpose is to provide accurate tracking of information and minutes required by Presbytery of the Session's work.

Responsibilities include:

1. Tracking accurately the membership rolls and register of the Church including: names of members (approved by Session), marriages, baptisms, Elders, Deacons, Pastors, Interim Pastors, etc. (G 5-0201-04)
2. Ensure process outlined in Book of Order is followed for membership (on and off rolls).
3. Maintain and record actions of Session by writing up Minutes for: Stated Session Meetings, Special Session Meetings, Stated Congregational Meetings, Special Congregational Meetings, all meetings of the Corporation, Joint Meeting of Session and the Board of Deacons (G 6-0405) according to the Book of Order (G 9-0302) and Robert Rules of Order (Newly Revised) – S47.
4. Minutes and Rolls & Registers are maintained with current information on file in the Church. Historic records are kept at designated place by Presbytery.
5. Provide written monthly report to Session with: significant correspondence, members received by congregation, Lords supper celebrated, new officers or pastors are ordained or installed, results of annual examination by presbytery.
6. Complete Clerk and Statistical Report and submitted on-line to Presbytery in January-February each year with the help of Session and Committee Chairs as needed.
7. Complete the Necrology Report to Presbytery in August each year.
8. Handle important correspondence as assigned.
9. Prepare Minutes and Registers for review in May of each year by Presbytery.
10. Track Annual Audit dates, training of Elders, Deacons, Salary approvals, Insurance Review dates, approved Terms of Call and approval, Commission of Sunday School teachers, election of: Parish Nurses, Treasurer, President of Corporation, stated clerk of session, etc.

How and When Elders and Deacons are Elected

Each year three Deacons and three Elders are nominated at the June Congregational Meeting for a three year period. There are nine members of the Board of Deacons and nine members of the Session. A person can only serve in their role for a maximum of six consecutive years. Once voted on and elected at the June meeting, the Elders Elect are invited to attend the Session Meetings to begin to understand what the Session is working on and the role they may like to take on as a Committee Chair or Liaison. The existing Committee Chairs and Liaisons prepare budgets and write the annual reports for the September Annual Congregational Meeting. The Deacons Elect and Elders Elect are installed or ordained in September and begin to attend their meetings.

Identifying each Elder and Deacon's Role and Responsibilities

In some cases, it is valuable to have a chair take a committee for more than one year due to the learning curve on how to do each role and how to develop and work with their committee. In other cases, it may be good to allow chairs to move to new committees (burnout, use different talents/gifts, new ideas, etc).

In the best case scenario, during June – Sept (after new Elders are elected and prior to installation) there is an annual reflection of personal talent and interests that will occur. This is a self-reflection by all Session Members as to which committees are they being called to lead. Pastor and the Corp President hold individual discussions with each Session member to find their interests and talents and how to utilize them best with different committees. After discussions, Pastor and Corp President will approach Elders one-on-one to prayerfully pair the talents of the Session with the Lord's work that needs to be done. This is brought forward in September after discussion with individuals first at the September Session meeting and the Annual Congregational Meeting.

The Pastor, President of the Corp and person who held the committee in the past provides the new Leader with any information, notes, correspondence that needs to be passed along and reviews the purpose and responsibilities with the new leader.

The outgoing Board of Deacon Moderator confers with Pastor and prayerfully appoints the new Moderator. The new moderator works with Pastor, as needed and the Deacons to identify what role and/or responsibility each Deacon gets assigned.

Suggestions for Moderating Meetings

- 1) Session and Committee meetings start on time.
- 2) The meeting date, time, and agenda needs to be publicized before the meeting (email is preferred) however any exceptions need to be handled. A “standing” meeting time each month is desirable. If the agenda permits, committee meetings may take place via email or telephone conference.
- 3) 15 minutes prior to the meeting start time could be dedicated to socializing, preparing snacks, and fellowship.
- 4) After opening with prayer, the agenda is used to guide discussion and decision making.
- 5) The meeting’s moderator should follow Robert’s Rules of Order so everyone gets an opportunity to be heard. The moderator is responsible for keeping the meeting moving at a pace that will enable the agenda to be completed in the agreed upon timeframe.
- 6) Any discussion that strays from the agenda, but is worthwhile, should be moved to a “parking lot” so it can be put on the next month’s meeting agenda or referred to the appropriate committee for action.
- 7) Minutes should be published as soon as possible after the meeting (1-2 day timeframe preferably) and distributed to all participants. Format of minutes needs to be simple, clearly identify what was agreed to, who is responsible for follow up and when it is expected to be completed.
- 8) An abbreviated form (selected excerpt) of the minutes could also be included in each monthly church newsletter so the work of the Session and Committees is as transparent as possible and common knowledge to the congregation.

Union Hill Church Session Calendar: January - June

<p>JANUARY</p> <ul style="list-style-type: none"> • Annual schedule for Lord’s Supper (W) • Send Annual schedule to AA (AA L) • Treasurer elected annually; Clerk, if necessary • Approve/review annual statistical report to Presytery (Clk) • Schedule New Comers Class, as necessary. 	<p>FEBRUARY</p> <ul style="list-style-type: none"> • Joint Elder/Deacon Meeting • New Comers accepted, as needed • Finalize Easter events/times (W/CE) • Recommended PR for Easter (E/C)
<p>MARCH</p> <ul style="list-style-type: none"> • Print Minutes for book/signatures for Presbytery Review (Clk) • Nominating Committee starts seeking nominations for Elders/Deacons to be presented at June Congregational Meeting (NC) • Schedule Confirmation Class and exam by Session, as needed. (CE-REV AS) 	<p>APRIL</p> <ul style="list-style-type: none"> • Approval of Reports to Presbytery (Clk) • Start Stewardship campaign –final by June (pledges running Sept –Aug) (V-S)
<p>MAY</p> <ul style="list-style-type: none"> • Annual Review (add/delete) of membership roll with recommendations to Session (V-S) • Exam by Session & Confirmation class confirmed (CE-RevAS) • Vote & publish Call to Congregation meeting to elect Elders/Deacons (Clk) 	<p>JUNE</p> <ul style="list-style-type: none"> • Congregational Meeting to elect Elders / Deacons (1st Sunday) (Clk) • Solicit Budget objectives and requests from all committees, preschool, subcommittees, Deacons, Parish Nurses, etc. for next fiscal year; meet as needed (B-F)

Union Hill Church Session Calendar: July – December

<p>JULY</p> <ul style="list-style-type: none"> • Budget Session Meeting; All submissions to B-F prior to session (B-F) • Annual Review of Comp for all Staff including Pastor's Terms of Call recommended (P) • Request prepare reports for annual meeting (Chairs, sub- committee chairs, coordinators, Deacons, etc) • Schedule Sunday School Start date & events, if needed (CE) 	<p>AUGUST</p> <ul style="list-style-type: none"> • Schedule Confirmation Class, as needed for Confirmation occurring next year (CE-REV AS) • Final budget approval meeting (B-F) • Sunday School & materials and staff to be approved (supported) by Session (CE) • Vote to call & publish congregational meeting to elect Elders/Deacons (Clk) • Schedule Commission of SS teachers & installation/ordination of Elders/Deacons (CE-REV AS) • Submit Annual Reports for all Committees (Church Leaders) • Chairs identified and confirmed for next fiscal year committees (Pres & REV AS)
<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Annual Meeting Prep (3rd Sunday) including: Elect Nominating Committee Session Members, Elect Treasurer, Parish Nurses, Corp Pres, etc. • Ordination of Elders/Deacons & Commission of SS Teachers (REV AS) • Pastor's Salary and Pension forms to Presbytery and Pension Board (P) • Schedule New Comers class, as needed 	<p>OCTOBER</p> <ul style="list-style-type: none"> • Training of Elders/Deacons scheduled (REV AS) • Start annual Insurance review (Treas,B-F) • Finalize Christmas Events (W / E-C / CE)
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Annual Insurance Review results submitted to Session (Tres / B-F) • Review (add/delete) of membership roll with recommendations to Session (V-S) 	<p>DECEMBER</p> <ul style="list-style-type: none"> • Submit Audit Review to Session (Treas / B-F) • Start Annual Statistical Review (Clk)