



**First Presbyterian Church of Metuchen**

**ROLES and RESPONSIBILITIES**  
**for**  
**COMMISSIONS and COMMITTEES**

August 2016

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**COMMISSION AND COMMITTEE STRUCTURE – 2016/17**

<b>REPORTING BOARDS AND COMMISSIONS</b>			
<b>BOARDS</b>	Board of Deacons	All Commissions	No Reporting Committees
<b>Ruling Elders/Session</b>			
<b>Deacons</b>			
<b>REPORTING COMMITTEES</b>			
<b>COMMISSIONS</b>	Adult Education	Vacation Bible School (VBS) Puppet Ministry	Library Committee
<b>Christian Education Commission</b>	Sunday School and Confirmation Class	Special Committees (Church Directory, 300 <sup>th</sup> Anniversary, etc.)	Community Nursery School
<b>Congregational Life Commission (formerly Evangelism and Nurture)</b>	Memberships Committee - Internal - External	Events and Fellowship Committee	Health and Wellness Committee (formerly Parish Nurses)
<b>Finance Commission</b>	Buildings and Grounds Committee	Insurance Committee	Technology Committee
<b>Mission and Outreach Commission (formerly Mission Commission)</b>	Food Pantry and Local Mission Committee	Benevolent Grants Committee	
<b>Personnel Commission</b>		Investments and Endowments Committee	
<b>Stewardship Commission</b>		International Peace and Social Justice Committee	
<b>Worship, Arts and Community Life Commission (formerly Worship Commission)</b>	Spiritual Development	Sanctuary and Sacraments Committee	Music and Arts Committee
<b>Youth Commission (New)</b>	Youth Fellowship - Wednesday Night Fellowship - Junior Club - First Friday Club	Youth Mission Trip (Habitat 4 Humanity) 30-Hour Famine Triennium	Young Presbyterian Women
<b>Ushers and Greeters Committee</b>		Scouts	Young Adults Committee
<b>REPORTING COMMITTEES</b>			
<b>All-Church Nominating Committee</b>		No Reporting Committees	
<b>Audit Committee</b>		No Reporting Committees	

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### RULING ELDERS

August 2016

The First Presbyterian Church of Metuchen is guided by a Board called the “Session” of Ruling Elders, which is responsible for the total life of the church. Once ordained, and while they are active members of any congregation of this denomination, Ruling Elders not in active service on a Board of Session continue to bear the responsibilities of the ministry to which they have been ordained, except as provided in G-2.0406, G-2.0407 or in accordance with the Rules of Discipline.

The Ruling Elders on the Session of a congregation, who are eligible under civil law, shall be the trustees of the corporation, unless the corporation shall determine another method for electing its trustees.

Through their ministries, Ruling Elders carry out First Presbyterian’s mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Board, Commissions, and Committee

- Board of Deacons
- Commissions: Christian Education; Congregational Life; Finance; Mission and Outreach; Personnel; Stewardship; Worship, Arts and Community Life; and Youth
- All-Church Nominating Committee
- Audit Committee

### Membership of the Session

The congregation elects Ruling Elders who are “persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit.” Ruling Elders are so named not because they “lord it over” the congregation (Matthew 20:25), but because they are chosen by the congregation to discern and measure (“ruled” measurement) its fidelity to the word of

Ruling Elders, together with Teaching Elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the Session. When elected as commissioners to higher councils, such as Presbytery, Ruling Elders participate and vote with the same authority as Teaching Elders, and they are eligible for any office.

Ruling Elders are selected from the congregation by the All-Church Nominating Committee.

## Term of Service

Ruling Elders of First Presbyterian of Metuchen serve on the Session for three consecutive years. No Ruling Elder can be elected for more than two consecutive three-year terms without one year of ineligibility.

Each Elder serves a two-year term as vice chairperson and chairperson of a commission. They may serve a third year as the commission adviser.

## Training

Ruling Elders are trained at a special training session(s) in the spring, after their election and before being installed. Trained Elders are presented to the Session in June. Other training session(s) may occur prior to the beginning of the program year in the fall.

## Specific Duties and Expectations

- Serve as a commission vice chairperson (in their first year as an Elder), chairperson (second year as an Elder), the commission adviser (third year as an Elder).
- As commission chairperson or vice chairperson, attend a monthly Finance Commission meeting as the commission's representative.
- Serve as a trustee of the corporation.
- Attend regular Session meetings (typically one a month except for August) and any special meetings.
  - Notify the Clerk of Session if you need to be excused from a meeting. Note: Absence without valid reason from three (3) consecutive, regular meetings of the Session shall be constituted as resignation from the Session, and your term of office as Elder will be terminated by notification from the Clerk of Session by the direction of the Session.
- As a body, establish and oversee the work of the Board of Deacons, all commissions, the All-Church Nominating Committee, and the Audit Committee.
- Serve the Sacrament of Communion, when assigned.

## Other Expectations

- Be informed about the organization (history, bylaws, goals, current projects and activities, financial situation, etc.)
- Understand and carry out the overall responsibilities of your position.
- Attend Session meetings and get excused when absence is necessary.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action before you vote on it. This includes minutes, treasurer's reports, and commission reports and recommendations. If you didn't read them, listen to them, or understand them, don't vote.
- Give your undivided attention to the business at hand, and listen with an open mind.
- Actively participate in the discussion at meetings by asking questions, voicing concerns, and expressing opinions *before* a vote is taken.
- Support the decisions of the Session, regardless of how you voted on the issues.
- Have an adequate enough understanding of the church's financial situation to ask pertinent and probing questions regarding such things as the budget, balance sheets, financial statements, etc. Remember that financial management is a major role of the Board of Trustees.

- Support, in some manner, the church’s fund-raising activities.
- Seek advice or counsel from the pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as an Elder.

### **Additional Responsibilities of Commission Chairpersons**

- Help select, train, and prepare your commission chairperson successor. Your chairperson position isn’t a lifetime appointment, so thought must be given to moving on and making way for new leadership.

### **What You Will Learn by Being a Ruling Elder**

Serving as a Ruling Elder provides you with the opportunity to guide the ministry and mission of our church with the decision-making authority given to members of the Session as our governing body. Participating on the Session is like having a voice and vote in the U.S. Congress, with policy-making authority; financial oversight; disbursement and fund-raising responsibility; personnel review and hiring powers; and responsibility for the Christian education, youth, mission outreach, and spiritual growth opportunities of our church. The experience teaches governance, compromise, compassion, and collaboration, while enhancing friendships and a building a sense of church “ownership.”

### **How You Can Grow by Serving as a Ruling Elder**

Once ordained as a Ruling Elder, you are eligible to serve for a lifetime of Elder advisory roles, including serving as Clerk of Session and additional/renewed Elder terms, being commissioned to the bi-annual General Assembly governance meeting of our denomination, and providing mentoring, guidance, and training to incoming new classes of Elders.

Personal growth comes with the accumulation of wisdom through handling this variety of governance responsibilities. Spiritual growth comes through enhanced opportunities for worship leadership and being qualified to serve communion at worship and to the home-bound.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### BOARD OF DEACONS

August 2016

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The Board of Deacons develops and implements programs and ministries that serve those in need within our church and community. Although there are specific duties, the Deacons as a Board, and as individuals, continually evaluate programs, and react and respond to changing needs, changing times, and changing events. Deacons keep a watchful eye on the members of the congregation and community and respond to those needs proactively, gladly, effectively, and in a timely manner.

Through its ministries, the Board of Deacons carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

There are no standing committees reporting to the Board of Deacons. However, Deacons carry out their duties both as individuals and in teams, forming ad-hoc committees for regular programs as well as on an as-needed basis.

### Membership of the Board of Deacons

According to the *Book of Order*: "The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry."

Deacons are selected from the congregation by the All-Church Nominating Committee.

Each year, the Board of Deacons elects a moderator(s), treasurer and secretary.

### Term of Service

Deacons serve for three consecutive years. No Deacon can be elected for more than two consecutive three-year terms without one year of ineligibility.

### Training

Deacons are trained at a special training session(s) in the spring, after their election and prior to being installed. Trained Deacons are presented to the Session in June. A follow-up training in the fall delves into the specific duties and activities of the Deacons, including coaching on how to conduct visitations.

## Specific Duties and Expectations

Deacons are assigned specific duties through discussion at Deacon meetings. Regular duties include:

- Actively lead the congregation through faithful attendance at worship and participation in church programs and activities.
- Attend monthly meetings (second Tuesday of each month).
- Serve the Sacrament of Communion, both in our sanctuary and to those who can't attend Sunday worship.
- Conduct fundraising events, e.g., BBQ to support Deacon outreach ministries.
- Prepare a yearly budget for income and expenses to support Deacon ministries.
- Participate in regular Deacon activities:
  - Flower Delivery: Deliver donated flowers to members of the congregation who are shut in, grieving, ill, or hospitalized. Deliver poinsettias and Easter flowers to a broad range of home-bound people and members in need.
  - Nursing Home Services: Assist in a monthly worship service at Roosevelt Care Center, and conduct the Hymn and Prayer Service at Care One at the Highlands on the second Sunday of each month.
  - Visitations: Visit and call members who are homebound or in nursing care facilities. Send sympathy cards, baptism cards, get well cards, thinking-of-you cards, and special birthday cards to members.
  - Outreach: Implement outreach programs during the year, including Advent Angels, Deacon's BBQ, and Community Blood Drives. Allocate financial support for community programs, such as Kiddie Keep Well Camp; church programs, such as Johnsonburg Scholarship; gift cards for the Indonesian Fellowship Homeless Outreach; Prayer Shawl supplies; and Habitat for Humanity.
  - Bereavement Support: Conduct a brief prayer service during funeral home visitation hours for families of members who have died, visit members, send cards, and assist bereaved members as they work through the grief process. Note: Families are given a commemorative Bible at the funeral home and a book on the grief process during the follow-up home visitation.
  - New Immigrant Support: Serve the needs of the Indonesian immigrant community and other new immigrants connected to our church family. Develop a meaningful outreach program that offers resources to ensure the spiritual and physical well-being of our immigrant community.
- For Consideration:
  - Community Dinners: Serve monthly dinners to the broader community in need of mealtime fellowship and home-cooked meals. Determine whether this continues as a Deacon function or is assigned to another commission or ad-hoc committee.
  - Deacon Assistance Program: Assist members of the congregation with rides to doctor appointments, church services, shopping, or other services. Make assistance available to those needing help with one-time tasks or household chores that they may be unable to perform.

### **Additional Responsibilities of Moderator(s)**

- Help select, train, and prepare a successor. The moderator position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all Deacons before each meeting.
- Prepare minutes of each meeting (or assign a secretary to take the minutes), and ensure that the minutes are sent to the Clerk of Session by the end of each month.
- Appoint a Deacon representative to report on any Deacon action items at the monthly Session meeting.
- Seek advice or counsel from the pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as moderator.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### CHRISTIAN EDUCATION COMMISSION

August 2016

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This commission is responsible for all educational ministries of the church, including Sunday School, Confirmation Class, adult education, spiritual development, Vacation Bible School, Puppet Ministry, Library Committee, and Community Nursery School.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

#### **Sunday School and Confirmation Committee**

Work with the Director of Christian Education and the pastors to implement effective programs to educate the youth of our congregation from preschool through confirmation.

#### **Adult Education Committee**

Work with the pastors to organize and administer a challenging program of adult studies at various times, including spiritual development studies, forums, and more.

#### **Vacation Bible School**

Work with the Director of Christian Education, the pastors and the Minister of Music to develop a meaningful and engaging week-long summer religious program open to the children of our church and community.

#### **Library Committee**

Oversee the operation and inventory of the Church Library and ensure that its offerings are relevant to the ministries of our Church.

#### **Community Nursery School**

Although the Community Nursery School has its own Board of Directors, that Board must report its activities and issues through the Christian Education Commission. To that end, the Christian Education Commission will have at least one commissioner serving on the Community Nursery School Board and reporting activities to the Christian Education Commission on a monthly basis, or more frequently if needed.

### Membership of the Commission

This commission should have at least two Elders who are currently serving on the Session and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new members and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

### **Term of Service**

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new commissioners are included every year.

Recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

### **Training**

Commissioners learn through participation in the commission's monthly meetings and activities.

### **Specific Duties and Expectations**

- Research and explore impactful, new ways to engage children in spiritual development and the life of the church.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare a single annual budget for the commission as a whole, including proposed program expenses of all its committees, and submit it to the Finance Commission for review and approval each fall.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

### **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson) and attend monthly Finance meetings.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### CONGREGATIONAL LIFE COMMISSION (formerly E&N) August 2016

This commission endeavors to open the doors of the Church to our members and our diverse community by providing a warm environment and open invitation for all.

Through their ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by Improving the spiritual, mental, and physical well-being of people in our community and beyond, through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

#### Membership Committee

- **Internal Membership**

Encourage and create a warm and friendly atmosphere to all who worship with us.

- Identify and send welcoming letters to prospective members and visitors who sign the visitor pads.
- Keep accurate records of the church's membership, with the help of the church staff.
- Recognize, during worship, and integrate new members into the life of the church, in concert with the pastor.
- Reach out to those who are inactive or have moved.
- Write "Highlights" articles for the *Parish News* about senior members who aren't as active as they once were in order to recognize their contributions.

- **External Membership**

Develop programs and outreach activities to actively welcome new people to our community and invite them to participate in church programs, events, and worship.

#### Events and Fellowship Committee

Create ways to welcome our members and the community. Plan and develop events, including the Advent Workshop, church receptions, Christmas caroling, etc.

#### Special Committees: 2017

- **Photo Directory Committee**

Approximately every five years, the congregation is invited to be part of a photo directory. In 2017-2018, this will be a sub-group to organize the publication of a new directory.

- **300th Anniversary Committee**

Plan programs and activities for our church as we celebrate our milestone anniversary in 2017.

### **Health and Wellness Committee**

This committee has traditionally consisted of the Parish Nurses who develop programs and activities to benefit the health of our congregation and community. The proposed expansion of this committee is to include more clinical experts, such as social workers, physicians, and physical therapists, to help our congregation understand issues pertaining to mental health, weight control, the aging process, preventative medicine, and more.

### **Presbyterian Women**

An independent group that reports through the Congregational Life Commission.

## **Membership of the Commission**

This commission should have at least two Elders who are currently serving on the Session and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new members and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

## **Term of Service**

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new commissioners are included every year.

Recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

## **Training**

Commissioners learn through participation in the commission's monthly meetings and activities.

## **Specific Duties and Expectations**

- Research and explore impactful, new ways to welcome and integrate current and new members into the life of the church.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.)
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare a single annual budget for the commission as a whole, including proposed program expenses of all its committees, and submit it to the Finance Commission for review and approval each fall.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its Committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson) and attend monthly Finance meetings.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### FINANCE COMMISSION

August 2016

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#### Commission Responsibility

The Finance Commission coordinates the annual budget for the church, monitors monthly expenses, and makes recommendations to the Session about the finances of the church.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

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**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

#### Reporting Committees

##### **Buildings and Grounds Committee (B&G)**

Responsible for all seven acres of the church property as well as the interior and exterior of all church buildings, including the two manses. In addition to the general cleaning and maintenance, the committee undertakes special projects to ensure the safety, preservation, and esthetics of all grounds and property.

##### **Insurance Committee**

Responsible for management of the risk exposures faced by the church. The committee examines the operational policies and procedures, and the physical plant of the church to identify potential losses. It is responsible for managing and negotiating the proper insurance coverage to protect the church against these risks. It reports annually to the Finance Commission, the coverages obtained and costs associated with those coverages.

##### **Investments and Endowments Committee**

Oversees the investment funds of the church and advises the Session and Finance Commission with regard to investments, church spending policy, and the budget. The committee reviews and monitors the church's asset allocations and conservative investment guidelines to determine our investment strategy, risk tolerance, and return goals within various asset classes. It monitors the performance of the Investment and Endowment Fund money manager.

##### **Technology Committee**

Responsible for maintaining all the church's technology/electronic systems. In addition, the committee looks at new projects to further the ministries.

#### Membership of the Commission

This commission will include three Elders who are currently serving on the Session. The other members of the commission (commissioners) are the chairperson or vice-chairperson of each church commission.

## **Term of Service**

The Elders will serve a three-year term, rotating through three one-year terms as an advisor, next as vice-president, and finally as president. During their service as advising elder and vice president they will work closely with the president in order to fully understand how the commission functions.

## **Specific Duties and Expectations**

- Prepare the church's annual budget for the Session's approval.
- Review the monthly income and expenses and advise the Session of variances.
- Work with all commissions to make sure they are following the church budget guidelines.
- Make recommendations to the Session for non-budgeted expense/income, as needed.
- Train each commissioner on the budgetary and expense guidelines.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.)
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

## **Board of Trustees**

The president and vice-president of Finance will also serve as president and vice-president of the Board of Trustees and preside over all meetings of the Corporation. The Board of Trustees shall supervise and control the fiscal and business affairs of the church, including the power to enter into contracts and to receive, hold, and transfer property.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare the commission vice chairperson as your successor. Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### MISSION and OUTREACH COMMISSION

August 2016

This commission is responsible for actively engaging in Christ's compassionate outreach through local, national, and global ministries and benevolent support. It develops mission programs, disperses a mission benevolence budget, and creates and supervises mission projects that reflect our Christian commitment to society as reflected in the Mission Statement of our church. This commission communicates mission needs and activities to our congregation and community by encouraging a diverse cross-section of our members.

The commission brings Christ's message of love of neighbor to life through service activities, food collection and distribution, and financial support for local, national, and international charities, as well as for projects sponsored by our own denomination. In addition to providing hands-on management and a volunteer base for our local mission activities, the Mission and Outreach Commission traditionally supports the mission activity of our denomination by encouraging congregational giving to special offerings such as One Great Hour of Sharing and the Peacemaking Offering.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

#### Local Mission Outreach Committee

Manage and maintain local ministries that benefit our neighbors in the Metuchen and Edison area. While ministry opportunities are ever-evolving, the goal of this committee is to offer compassionate and caring assistance to meet the specific needs of our community. Thus, the committee annually assesses the ministries it maintains and the needs of the community it reaches.

The Local Mission Outreach committee has traditionally focused on food ministry through our local food pantry by collecting consumable food from local restaurants and distributing it to the hungry, making lunches for distribution to local not-for-profit organizations, and preparing grocery distribution for food pantry families weekly and at holiday times. In addition, the committee supports the Family Mission Club that encourages family participation in mission outreach, helps organize a volunteer base for one of the church's two annual blood drives, and supports seeing-eye dog training for service dogs.

#### Benevolence Grants Committee

Oversee the distribution of funds to, and the assessment of, charity organizations for the receipt of benevolence monies budgeted to the Mission Commission every year by the Session. The committee makes recommendations to the Mission Commission for the distribution of the Mission Funds, and upon receipt of approval from the Mission

Commission, directs the church treasurer to make the necessary payments by check or electronic funds transfer. Cash payments are not permitted.

The Benevolence Grants Committee reports its recommendations for giving to the Mission Commission and the Session on a monthly basis. The Mission Commission is empowered to approve or modify recommendations submitted to it by the Benevolence Grants Committee with a unanimous vote of the Mission Commission members. In the event that there is not unanimity, the Mission Commission takes the proposal for the debated grant, the amount, full disclosure, and giving history about the recipient to the Session for a final vote.

In all events, the Session is given a monthly report from the Benevolence Grants Committee so that information about Mission Commission giving can be shared with the members of each commission and the entire congregation.

### **International Peace and Social Justice Committee**

Provides a ministry of witness and social reform to situations where injustice, discrimination, oppression, and abuse of God's creation exists, be it victims of child-trafficking through sexual or military enslavement, economic oppression, religious intolerance, environmental destruction, or activities by national or regional organizations that conflict with Christ's message of dignity, peace, and justice for all.

The committee's activities include educational and testimonial activities; prison reform efforts; immigration and deportation review and relief; visits to the United Nations or Washington D.C. as Christ's witnesses for international and national peace efforts; and attending significant social justice hearings at courthouses, civic arenas, or international peace and justice venues where human rights activities and protests can be expressed. Testimonial activities might include writing letters to Congressional leaders concerning support for the federal SNAP (Supplemental Nutrition Assistance Program) family programs, peace-making efforts of all kinds, supporting international agencies for famine relief, and urgent medical care for areas facing military conflict, illness, or natural disasters.

The committee reports to the Mission Commission monthly on its witness and social justice activity. It is encouraged to include and participate in interfaith social justice programs, social media education of our members concerning actions individuals can take to promote peace and justice, and cooperation with other not-for profit organizations, without any political ties, that share our church's mission goals.

### **Membership of the Commission**

This commission should have at least two Elders who are currently serving on the Session and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new members and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

## **Term of Service**

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new commissioners are included every year.

Recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

## **Training**

Commissioners learn through participation in the commission's monthly meetings and activities.

## **Specific Duties and Expectations**

- Research the needs of our community and world and explore ways that First Presbyterian Church of Metuchen can help meet those needs.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare a single annual budget for the commission as a whole, including proposed program expenses of all its committees, and submit it to the Finance Commission for review and approval each fall.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson) and attend monthly Finance meetings.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

## Example of Local Mission Activities/Programs in 2015-2016

Monthly	Hot Dog Night – Ozanam
September	Tools 4 Schools Program Food Pantry Giveaway Contest
October	Crop Walk/Walk for Hunger Brown Bag Lunches – Elijah’s Promise
November	Turkey Trot – Elijah’s Promise Operation Homemade Smile Thanksgiving Food Baskets
December	Coat Drive Giving Tree Christmas Food Baskets NYC Trip – gift cards for homeless Community Food Bank Trip
January	Seeing Eye Program Brown Bag Lunches – Elijah’s Promise
February	Hour Famine One Great Hour of Sharing
March/April	Easter Food Baskets Housewarming Party – Amandla’s Crossing
May	Community Food Bank Trip Kiddie Keep Well Camp Spring Cleanup Day Blanket Sunday Operation Homemade Smile
June	Kiddie Keep Well Camp – Picnic Fundraising Church Picnic Tools for Hope

## Yearly Activities/Programs

- Food Pantry
- Blood Donor Drive

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### PERSONNEL COMMISSION

August 2016

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This commission provides for the orderly, focused, and considerate means for the Session to build a healthy work environment for its employees. The commission shall comply with equal employment opportunity, fair employment practices, personnel policies, and shall provide an annual review of the adequacy of the compensation for all staff, including all employees.

Through its ministry, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

There are no committees reporting to this commission.

The senior pastor, in his/her role as Head of Staff, reports and is accountable to the Personnel Commission.

### Membership of the Commission

This commission includes a minimum of three Ruling Elders who are currently serving on the Session and up to four commission members (commissioners), approved by Session, as is necessary each year for the performance of its mission. Membership on the commission should reflect the diversity of the congregation and include active members.

The chairperson of the commission should be a currently serving Elder, who is appointed by the Personnel Commission.

### Term of Service

The term of service for commissioners is three years. Commissioners shouldn't serve more than two consecutive three-year terms.

The recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

### Training

Commissioners learn through participation in the commission's monthly meetings and activities.

## Specific Duties and Expectations

The commission is accountable to the Session and subject to the bylaws of the First Presbyterian Church of Metuchen.

Due to the confidential nature of the work of this commission, commissioners must take seriously the need for confidentiality, professionalism, and problem solving.

The commission shall meet at least quarterly and on the call of the chairperson or pastor. The agenda for each meeting shall be set by the chairperson.

Responsibilities include:

- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare an annual budget for proposed program expenses and submit it to the Finance Commission for review and approval.
- Prepare for meetings by reading, in advance, any material received to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, regardless of how you voted on the issues.
- Review and recommend to the Session position descriptions for all staff.
- Review and recommend to the Session compensation packages for all staff.
- Review and recommend to the Session personnel policies.
- Encourage professional growth and development for all staff.
- Recommend to the Session ways to manage risk liabilities related to staff, and hold clergy accountable to take Presbytery-provided, mandatory, “Boundary Training for Pastors.”
- Support equal employment opportunities.
- Implement and administer an annual review process for the pastoral staff.
- Implement and administer an annual review process, either directly or through the senior pastor, for all staff.
- Act as a support group for the senior pastor, associate pastor, and other members of the staff with regular communication.
- Confer with the senior pastor on any important issues of concern.
- Confer with the Presbytery’s Committee on Ministry (COM) regarding any significant pastoral performance issues and be informed by COM of Presbytery personnel policies.
- Such other matters related to personnel that may arise from time to time.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each meeting (or assign a secretary to take the minutes), and ensure that any action items are sent to the Clerk of Session by the end of each month.
- Report on any commission action items at the monthly Session meeting.
- Serve as a member of the Finance Commission (either the commission chairperson or Vice chairperson), and attend monthly Finance meetings.
- Seek advice or counsel from the pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### STEWARDSHIP COMMISSION

August 2016

This commission is charged with the ongoing interpretation and development of the church's Stewardship program to:

- Develop and conduct a yearly campaign to solicit member pledges for the church budget.
- Educate the congregation to aid in understanding the reasons for supporting the general budget and mission of the congregation.
- Develop a planned giving program to support the Investment and Endowment Fund.
- Work with the Finance Commission and other commissions in interpreting the annual budget of the congregation.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

There are no current committees reporting to this commission.

### Membership of the Commission

This commission should have at least two Elders who are currently serving on the Session, and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

### Term of Service

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new members are included every year.

Terms of service for the chairperson are three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

### Training

Commissioners learn through participation in the commission's monthly meetings and activities.

## **Specific Duties and Expectations**

- Research ways of educating and motivating our congregation about stewardship and pledging and explore ways to develop programs that foster stewardship.
- Attend regularly scheduled meetings of the commission, usually on a monthly basis.
- Actively participate in the pledge campaign, education, and fundraising activities and programs of the commission.
- Prepare an annual budget for proposed program expenses and submit it to the Finance Commission for review and approval.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission regardless of how you voted on the issues.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each meeting (or assign a secretary to take the minutes), and ensure that the minutes are sent to the Clerk of Session by the end of each month.
- Report on any commission action items at the monthly Session meeting.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson), and attend monthly Finance meetings.
- Seek advice or counsel from the pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

## **Stewardship Yearly Timeline (next page)**

<b>Program Year: September 1 – August 31</b>		
	<b>Timing</b>	<b>Task</b>
<b>STEWARDSHIP EDUCATION CAMPAIGN: January – June</b>		
Prepare education timeline	January	
Identify education topics, components, media	January	Planned giving Spotlight On . . . articles Online giving, how to Others  Articles, presentations, Second Hour forums, workshops, etc.
Execute stewardship education program	February – May	
<b>FINANCIAL CAMPAIGN PREPARATION: July – August</b>		
Determine campaign theme/logo		
Determine campaign messages/Biblical references		
Identify demographic outreach		
Identify campaign components and events		
<b>FINANCIAL CAMPAIGN EXECUTION: September – December</b>		
Stewardship Campaign Kickoff	TBD – six weeks sometime between the Sunday after Rally Sunday (third Sunday in September) and Thanksgiving	TBD
Campaign Events	TBD – between the third Sunday in September and Thanksgiving	TBD <ul style="list-style-type: none"> <li>• Interactive events/presentations</li> <li>• <i>Parish News</i> articles</li> <li>• Sun-Day Paper articles</li> <li>• Sermons</li> </ul>
Stewardship Sunday	TBD – before Thanksgiving	Pledge Dedication during worship
Thank you to pledgers	By the end of the year	Letters to pledgers from pastor
Follow up for pledges, if necessary	November – December 30	TBD <ul style="list-style-type: none"> <li>• Letters</li> <li>• Other</li> </ul>

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### WORSHIP, ARTS and COMMUNITY LIFE COMMISSION

August 2016

The mission of this commission is to open the sacred celebration of God and God's creation in diverse ways through worship, the arts, and celebration with our greater Metuchen/Edison community. The commission encourages creative worship expression, including theater, puppetry, dance, and song, along with the Word preached and Sacraments celebrated in our sanctuary. The commission also develops opportunities to interact with our community by inviting local residents to public concerts, visual art displays, poetry readings, story-telling programs, puppet ministry, and fellowship opportunities, as well as providing a presence at community events that connect with our church mission and vision. The commission seeks to promote the spiritual development of all our members and community.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community, and beyond, through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

#### Sanctuary and Sacraments Committee

- Responsible for the appearance and maintenance of the sanctuary and chapel.
- Coordinate flower purchases and their display.
- Purchase and maintain communion and chancel supplies.
- Prepare for and clean up after each worship service and communion.
- Equip the sanctuary with supplies used in worship, such as visitor pads/pencils and brochures in pew pockets.
- Change paraments and set up the communion table with elements or an artistic display of God's feast.

#### Community Life and Arts Committee

- Promote and organize concerts and musical programs that are open to the public.
- Organize other artistic fellowship events, including puppet shows, pottery displays and classes, visual art displays, rock and jazz nights, poetry and prose readings, and dance performances.

#### Indonesian Fellowship Committee

- Organize a calendar of P.C. (USA) bilingual Indonesian/English preachers, approved by the Senior Pastor to assist with Indonesian worship service.
- Coordinate Indonesian fellowship events at congregants' homes and at church, including meals, parties, training of lay leaders, and birthday celebrations.
- Keep the Indonesian Fellowship aware of leadership opportunities within the church, including service as a Deacon and Ruling Elder, commission member, and committee opportunities.

- Organize Indonesian language Sunday School class and child care.
- Reach out to the Indonesian community and help members integrate into the body of the church.
- Report to the senior pastor with details on worship, collections and contributions, musicians and worship leaders, joys and concerns, growth, and fellowship.

#### **Ushers and Greeters**

- Schedule Elders and/or Deacons to serve communion.
- Schedule people to usher and greet at Sunday Services.

### **Membership of the Commission**

This commission should have at least two Elders who are currently serving on the Session and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new members and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

### **Term of Service**

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new commissioners are included every year.

Recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

### **Training**

Commissioners learn through participation in the commission's monthly meetings and activities. The senior pastor, or other designated pastors or lay leaders, will teach commissioners at monthly meetings about commission policies, programs, and functions.

- Research opportunities to enhance and expand our worship services and spiritual development programs.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare a single annual budget for the commission as a whole, including proposed program expenses of all its committees, and submit it to the Finance Commission for review and approval each fall.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson) and attend monthly Finance meetings.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### YOUTH COMMISSION

August 2016

This commission is charged with developing and leading programs that are grounded in our beliefs and that engage our church and community's youth and young adults in activities to build relationships, connect youth to our congregation, develop a sense of community, inspire volunteerism, and train our future leaders.

Through its ministries, this commission carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### Reporting Committees

#### **Youth Fellowship Committee**

Work with the Associate Pastor to organize and oversee the First Friday Club, Junior Club, and the Wednesday Night Youth Group. The committee also plans and organizes Triennium and the annual 30-Hour Famine.

#### **Youth Mission Trip Committee**

Work closely with the associate pastor to organize the annual youth mission trip in collaboration with an affiliate of Habitat for Humanity. This committee plans and helps initiate fundraising for the trip.

#### **Scouts**

Serve as a liaison to the various Scout troops that meet at our church. Coordinate with the associate pastor and the Director of Christian Education on any support needed for the Scout programs.

#### **Presbyterian Young Women**

Meet under the leadership of the Director of Christian Education and work to foster volunteerism, self-esteem, and leadership skills of the young women in our congregation.

#### **Young Adult Committee**

Work with the associate pastor to develop and implement fellowship and volunteer programs in order to stay in touch with our young adults after they graduate from high school and into their early adulthood to keep them connected to the church.

### Membership of the Commission

This commission should have at least two Elders who are currently serving on the Session and such number of non-Elder commission members (commissioners) as is necessary each year for the planning of its mission. Commissioners should reflect the diversity of the congregation and include both new members and long-time members.

The chairperson and the vice chairperson of the commission should be currently serving Elders.

## **Term of Service**

The term of service for commissioners is three years. Commissioners can serve unlimited terms, but the chairperson/vice chairperson should ensure that new commissioners are included every year.

Recommended term of service for the chairperson is three years:

- First year: vice chairperson
- Second year: chairperson
- Third year: adviser

## **Training**

Commissioners learn through participation in the commission's monthly meetings and activities.

## **Specific Duties and Expectations**

- Research and explore ways to serve the youth of our church and community in a manner consistent with the teachings of our denomination.
- Be informed about the commission (history, goals, current projects and activities, financial situation, etc.).
- Regularly attend scheduled commission and committee meetings, usually on a monthly basis, and get excused when absence is necessary.
- Prepare a single annual budget for the commission as a whole, including proposed program expenses of all its committees, and submit it to the Finance Commission for review and approval each fall.
- Prepare for meetings by reading, in advance, any material received in order to be sufficiently familiar with any agenda item requiring action.
- Participate in the activities and programs of the commission and/or its committees by asking questions, voicing concerns, and expressing opinions before a vote is taken.
- Support the decisions of the commission, and/or its committees, regardless of how you voted on the issues.

## **Additional Responsibilities of Commission Chairperson**

- Help select, train, and prepare a commission chairperson successor. The chairperson position isn't a lifetime appointment, so thought must be given to moving on and making way for new leadership.
- Prepare and send an agenda to all commissioners before each meeting.
- Prepare minutes of each commission and committee meeting (or assign a secretary to take the minutes), and ensure that the commission minutes are sent to the Clerk of Session by the end of each month.
- Serve as a member of the Finance Commission (either the commission chairperson or vice chairperson) and attend monthly Finance meetings.
- Seek advice or counsel from the senior pastor or associate pastor if other commitments, time constraints, or lack of continued enthusiasm prevents your full active participation serving as commission chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### ALL-CHURCH NOMINATING COMMITTEE (ACNC)

August 2016

The purpose of this committee is to nominate members of the congregation to serve as officers of the church on the Unicameral Board of Trustees and the Session (Ruling Elders and trustees), the Board of Deacons (Deacons), Auditing Committee, and three members-at-large of the following year's All-Church Nominating Committee slate. All committee members are elected by the congregation.

The church officers should represent the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness. The committee is asked to work toward a balance of established members and retired officers, as well as those who are new to the church and serving on a commission. When elections are held, full opportunity shall always be given for nominations from the floor of the congregational meeting by any active member of the congregation. A majority of the active members present and voting shall be required to elect officers.

Through its activities, this committee carries out First Presbyterian's mission and vision.

**MISSION:** We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach.

**VISION:** To be an inclusive, connected, and loving community mobilized to serve.

### **Membership of the Committee**

The All-Church Nominating Committee (ACNC) shall be chosen annually and shall function according to the Principles of Order and Government of the Presbyterian Church (U.S.A.). (See F-3.01 of the *Book of Order*.) Membership on the committee shall include:

- At least three active members of the congregation, none of whom shall be a currently serving Elder, trustee, or Deacon.
- One currently serving Elder designated by the Session.
- One currently serving Deacon designated by the Board of Deacons. The pastor and/or the associate pastor shall be a non-voting member.

The chairperson will be appointed by the All-Church Nominating Committee.

The All-Church Nominating Committee may seek the advice and counsel of such other members and organizations within the congregation as it deems necessary.

### **Term of Service**

The All-Church Nominating Committee is elected annually. Members serve for one year.

## **Training**

The work of the ACNC – to select representative nominees from the congregation for specific ministries of the church - requires minimal training. The senior pastor provides a summary of expectations and procedures in accordance with the church bylaws, Mission Statement, and goals.

## **Specific Duties and Expectations**

- Actively explore the most qualified members to serve as church officers.
- Regularly attend scheduled meetings of the committee.
- Identify the most qualified members to serve as church officers.
- Prepare a slate of officers to be presented and voted on at a congregational meeting.
- In a congregational meeting called to elect officers, present the name of one eligible person for each term to be filled on the Session and the Board of Deacons.
- When the Presbytery approves the church's search for a called pastor or associate pastor, the ACNC shall be responsible for proposing a slate of candidates for election to serve on the Pastor Nominating Committee or the Associate Pastor Nominating Committee, as applicable.

## **Timeline**

The ACNC is called to serve when the Session calls them to create a Pastor Nominating Committee (PNC) or an Associate Pastor Nominating Committee (APNC).

On a yearly basis, the committee prepares a slate of officers for the coming year:

- In February, the committee begins its work to solicit nominees for the annual election of new officers.
- By the last week in April, the slate of nominees should be complete.
- In May, the slate of nominees is presented at the annual congregational meeting.

The ACNC members at large are elected at the congregational meeting in the spring, and the Deacon and Elder representative are appointed by their respective Board and Session in July as the new term begins. When the committee is complete, members elect their chairperson.

# First Presbyterian Church of Metuchen

## Roles and Responsibilities

### AUDIT COMMITTEE

August 2016

The Audit Committee is appointed by the congregation at a congregational meeting to conduct an annual financial review of the financial books and records of the church. A new Audit Committee is elected annually.

The Audit Committee submits its financial review results and recommendations to the Session, the Finance Commission, and the congregation for acceptance at the congregation's Annual Meeting to be held no later than 12 months subsequent to the election of the then-current Audit Committee.

### Reporting Committees

There are no sub-committees reporting to this committee.

### Membership of the Committee

Committee members must be church members who are public accountants; or members versed in current accounting procedures; or members with professional training and experience in law, business, or related fields and who express an interest in learning the procedures to perform a financial review of the church. They should not be related to the church treasurer.

Members are nominated by the All-Church Nominating Committee and elected by the congregation.

The chairperson of the committee may be elected by the other committee members, or appointed by the senior pastor in the event no determination has been made by the members.

### Term of Service

The term of service for committee members is one year.

### Training

Members should be trained accounting professionals and versed in best auditing practices, or be a congregant trained on-the-job to do church audit review by a current Audit Committee member who is a CPA. There is no other training required.

### Specific Duties and Expectations

Conduct a full financial review of all financial books and records of the church every year.

- Be fully informed about the church's finances.
- Prepare a financial review process and have it approved by the Finance Commission and the Session.
- Conduct the review and present the results and recommendations to the Finance Commission and the Session for final review and approval.

### Additional Responsibilities of Committee Chairperson

The Audit Committee chairperson shall remain in regular communication with the chairperson of the Finance Commission and the pastor concerning the progress of the audit.