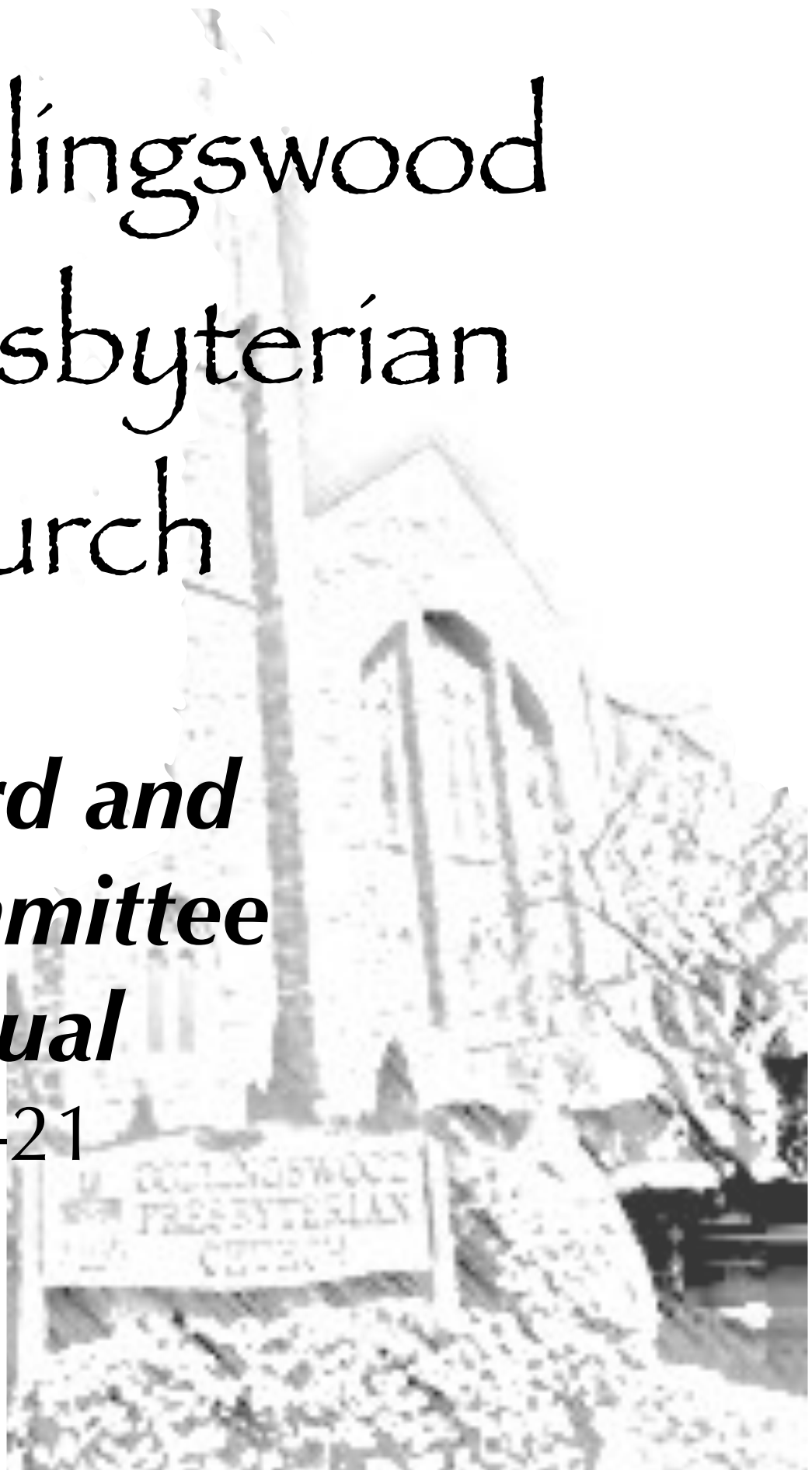


Collingswood Presbyterian Church

Board and Committee Manual

2020-21



Committee	Worship & Music	
Membership	Elders	Lorrie Heuser, Karen Mazak, Candace Lowden
	Congregation	
	Staff	Pastor, Music Director, Organist, Bell Choir Director
Regular Meetings	1st Monday 7p	
Mission Statement	To provide the congregation and community with meaningful opportunities to worship God in the Reformed theological tradition, making full use of the many means of expression with which God has blessed us including online and other communications strategies.	
General Tasks	<ol style="list-style-type: none"> 1) Insures weekly pulpit supply when pastor is not available; 2) Arranges weekly lay reader supply; 3) Develops rotation of candlelighter and family groups for Advent 4) Organizes flower and greeter rosters; 5) Organizes prayer card-receiving, offering-receiving and communion-serving rosters; 6) Works to develop means of identifying newcomers and making them feel welcome; 7) Works with Pastor to study basics of Reformed worship, visits other churches for ideas, and keeps weekly service fresh and vibrant; 8) Works with Pastor to create and maintain online worship experiences; 9) Works with CE to incorporate youth and children into worship; 10) Serves as liaison between Pastor and choir; assists music director in providing a quality music program; 11) Responsible for production and editing of weekly bulletin, obtains notices from other church and community groups for publication, contact for outside ministries for bulletin inserts; 12) Works with Mission Committee to provide Mission speakers during worship; 13) Decorates sanctuary, insures banners and other worship aids (e.g. candles, paraments, communion elements) are produced and maintained, reorganizes pew bibles hymnals and other materials; 14) Sets up communion services and works with Deacons to persons for home communion (accompanying Pastor when possible); 15) Insures Prayer Cards and other requests are a) forwarded to Deacons, b) listed in bulletin and c) included in Prayers of the People 16) Meets regularly with Pastor as a committee outside of Session to review progress and assignments; 17) Takes on other projects as Pastor and Session may designate. 	
Resources	Book of Common Worship, Directory for Worship, Worship Handbook for Officers, Reformed Worship Magazine, Pres. Assoc. of Musicians, Workshops	
Learning Projects	What is Worship? What is our Order of Service? What is the Lectionary? What is Service Music? What styles of communion/baptism are appropriate? Are there alternatives to Sermon presentation? What is contemporary worship? What is Morning Prayer? What is Taizé? How can we make better use of art and music in our worship?	
Overall Goals	<p>Increase understanding of Presbyterian Worship</p> <p>Increase congregational participation in worship</p> <p>Obtain new ideas by making contact with other churches and outsider resources</p>	

Specific Projects

Increase Lay participation in worship by introducing readers and acolytes; Add more special worship days and services throughout the year; Annually attend two workshops and visit three churches for ideas.

Chairperson Responsibilities

- 1) Develop agenda in conjunction with Pastor;
- 2) Call and preside over committee meetings;
- 3) Insure minutes are taken and distributed as needed;
- 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below);
- 5) Help recruit and train committee members and volunteers as needed.

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Prepare sanctuary for worship and/or clean up (bulletins, hymnals, chancel area)
- 2) Prepare Communion elements
- 3) Read or recruit readers for worship
- 4) Assist with preparing online worship
- 5) Assist with paraments and other decorations; post hymn numbers on board
- 6) Volunteers as Greeter, Prayer Card Collector, Offering Collector

Committee	Administration & Personnel	
Membership	Elders	Dan Graves
	Congregation	
	Staff	Pastor
Regular Meetings	As Needed	
Mission Statement	The Administration & Personnel committee insures that CPC's personnel and managerial systems perform effectively to empower the congregation's work for Christ.	
General Tasks	<ol style="list-style-type: none"> 1) Oversees compensation of employees, recommending periodic increases and/or bonuses; 2) Provides for regular evaluation of staff; 3) Prepares Job Descriptions and personnel policies for all staff and volunteers; 4) Serves as first level contact for staff or members who have grievance with pastor or officers; 5) Supervises church committee structure and insures all committees have sufficient membership to perform their functions 6) Maintains records, files required denominational and government reports and forms; 7) Insures office equipment, computer software, and other electrical equipment is appropriate for church needs and compatible with other systems; 8) Maintains in conjunction with administrator the Master Church Calendar; 9) Meets regularly with Pastor regarding administrative and personnel issues; 10) Other assignments as determined by Pastor and Session. 	
Resources	https://open.life.church/items/155808-employee-handbook-pdf	
Learning Projects	Develop personnel manual. Develop new by-laws for congregations	
Overall Goals	Formalize procedures and responsibilities within congregation	
Specific Projects	Develop Job Descriptions for all paid staff for session approval.	
Other Notes	<ol style="list-style-type: none"> 1) Identify and recruit members with HR experience to serve on committee and help as needed; 2) Be proactive in reaching out to staff and volunteers regarding their experiences working at CPC 	
Chairperson Responsibilities	<ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 	

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Review job descriptions for accuracy
- 2) Insure compliance with state and federal labor policy guidelines

Committee	Properties	
Membership	Elders	Bill Ostrem
	Congregation	DJ Volk
	Staff	Caretaker, Treasurer, Pastor
Regular Meetings	3rd Thursday	
Mission Statement	The Properties committee insures that CPC's physical plant performs effectively to empower the congregation's work for Christ.	
General Tasks	<ol style="list-style-type: none"> 1) Responsible for maintenance of all physical plant and church property; 2) Develops regular schedule of preventative maintenance and regular safety upgrading; 3) Approves all purchases of furniture, carpeting, curtains and painting; 4) Organizes periodic cleaning of facilities; 5) Approves routine requests for building usage by members and outside organizations; 6) Oversees use of storage areas; 7) Coordinates work of volunteer and paid maintenance, repair, and custodial workers; 8) Advises Session on building security, insurance, and building usage policies; 9) Meets regularly with Pastor regarding maintenance and financial issues; 10) Other assignments as determined by Pastor and Session. 	
Resources	http://www.pghpresbytery.org/organizations/presbyterian_men/pdfs/property_committee_guidelines.pdf	
Learning Projects	Develop room-by-room maintenance and repair survey.	
Overall Goals	Move from reactive to preventative maintenance systems, automate key congregation information systems, identify members with maintenance skills, develop long-term project list, completing room-by-room assessment	
Specific Projects	Complete church repairs, investigate Safety and Code compliance, oversee caretaker in monthly PM schedule, provide prioritized new project list	
Other Notes	Work with architect on developing plans for building modifications to allow flexibility in maximizing use of church building during the day	
Chairperson Responsibilities	<ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 	

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Choose an item off the project list (painting, cleaning, gardening)
- 2) Volunteer at cleanup days
- 3) Make sure materials are available on clean up days

Committee	Christian Education	
Membership	Elders	Carol Longmire
	Congregation	Urmila Malvadkar, Brooke Truong
	Staff	CE Director, Pastor
Regular Meetings	After Church as needed	
Mission Statement	The CE committee develops and sustains opportunities for children, youth and adults to gain in knowledge of and faith in Jesus Christ at CPC and in the Collingswood community.	
General Tasks	<ol style="list-style-type: none"> 1) Responsible for all aspects of church's Christian education of children, youth and adults; 2) Organizes Sunday School, selects materials for curriculum; 3) Recruits teachers, provides opportunities for teacher training and fellowship; 4) Organizes home and self-study bible programs; 5) Works with Pastor and <u>Worship</u> committee to integrate CE into worship and overall church program (plays, Children's messages, Youth participation in weekly service); 6) Supervises Youth Fellowship and encourages Youth participation in church programs; 7) Organizes catechetical training of youth up to public profession of faith; 8) Organizes Vacation Bible School; 9) Identifies opportunities and situations among youth and children requiring Pastoral care and church concern; 10) Works to promote various youth fellowship events during the year (parties, excursions, mission trips); 11) Meets regularly with Pastor to review progress; 12) Takes on other projects as determined by Pastor and Session. 	
Resources	https://www.pcusastore.com/Curriculum.aspx	
Learning Projects	Evaluate curricula for children, evaluate curriculum for adults, survey congregation on CE needs and availability, attend workshops and view videos (from West Jersey Presbytery)	
Overall Goals	Encourage SS growth and recruit teachers, evaluate physical condition of classrooms and remodel as needed, provide opportunities for adult CE, continue to raise standards and quality in all programs	
Specific Projects	Sponsor adult class, sponsor SS teacher training, reintroduce VBS, upgrade classrooms, create youth facilities	
Other Notes		

Chairperson Responsibilities

- 1) Develop agenda in conjunction with Pastor;
- 2) Call and preside over committee meetings;
- 3) Insure minutes are taken and distributed as needed;
- 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below);
- 5) Help recruit and train committee members and volunteers as needed.

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Help with Christmas pageant and other children's events
- 2) Offer to be substitute SS teacher
- 3) Be involved with VBS
- 4) Work with young adult group on mission
- 5) Be sponsor on mission trips

Committee	Mission	
Membership	Elders	Martha Jane Caldwell-Bates
	Congregation	
	Staff	Pastor
Regular Meetings 2nd Monday 7p		
Mission Statement The Mission committee is to increase MAPCs awareness of and participation in meeting the physical, social, and spiritual needs of the local, national, international communities in the name of Jesus Christ.		
General Tasks <ol style="list-style-type: none"> 1) Responsible church's local, community, and national mission program; 2) Educates congregation via "Minute for Mission," and bulletin inserts; 3) Receives all appeals for assistance and makes recommendations to Session; 4) Increases community outreach efforts; 5) Encourages and supervises use of building by community organizations; 6) Explores new ways of involving church in needs of Collingswood community; 7) Considers and recommends church's involvement in national issues pursued by denominational agencies and other Christian ministries; 8) Promotes ecumenical relationships with area churches; 9) Meets regularly with Pastor on community outreach issues; 10) Other assignments as determined by Pastor and Session. 		
Resources Church mission project lists, educational videos, bulletin inserts, meeting participants, MBWA.		
Learning Projects Meet church and community officials to discover needs, view videos, invite speakers, attend workshops		
Overall Goals Begin education of committee and congregation of overall mission needs and opportunities. Support members in mission outreach		
Specific Projects Maintain and expand congregational awareness and participation in all current mission projects, provide "Minute of Mission" during worship and in church bulletin and email blast, select local and national mission projects for congregational involvement, propose specific budget allocation to West Jersey Presbytery, Synod, and/or GA mission projects.		
Other Notes		
Chairperson Responsibilities <ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 		

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Participate in a mission project (CROP, Food Drive, etc.)
- 2) Represent CPC on local nonprofit
- 3) Present Minute for Mission
- 4) Share personal mission interests with congregation
- 5) Participate in presbytery or other denominational mission project

Committee	Finance & Stewardship	
Membership	Elders	
	Congregation	
	Staff	Treasurer, Pastor
Regular Meetings		
Mission Statement		
The Finance and Stewardship Committee oversees the Financial Operations of the congregation and educates CPC in the ways and means of making full use of the material, physical, intellectual, and spiritual gifts granted to us by God.		
General Tasks:		
<ol style="list-style-type: none"> 1) Prepares budget recommendations; 2) Oversees treasurer and church investments 3) Develops system for counting plate offerings and directing funds to appropriate accounts 4) Insures easy-to-understand financial statements are available to Session on a timely basis. 5) Maintains records, files required denominational and government reports and forms; 6) Organizes and supervises annual stewardship campaign; 7) Educates congregation on need for and biblical basis for stewardship; 8) Encourages congregational involvement on committees and in community projects 9) Other assignments as directed by Session 		
Resources		
http://www.presbyteryofli.com/wp-content/uploads/2016/01/Presbyterian-Manual-2012.pdf https://www.pcusa.org/media/uploads/stewardship-education/pdfs/stewardship_manual_web.pdf		
Learning Projects		
Investigate current approaches to Stewardship at CPC, investigate alternatives		
Overall Goals		
Educate congregation on meaning of Stewardship, select and promote most practicable Stewardship system for CPC, integrate Stewardship into overall planning and mission of CPC		
Specific Projects		
Develop Budget and Needs education program, implement effective Stewardship system, determine means to update congregation on stewardship progress in all areas, develop clear financial reporting and system for transparency in how funds are received and directed.		
Other Notes:		
Chairperson Responsibilities		
<ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 		

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Serve as offering counter
- 2) Offer MfM on importance of year-round stewardship
- 3) Help develop annual Stewardship campaign
- 4) Serve as auditor

Governing Body	Deacons	
Membership	Deacons	Susan Masarek, Lilliana Stevens, Aurora Sperlunto, Carol Fulton, Dennis Kolecki, Vicki Vail
	Staff	Pastor
Regular Meetings 4th Monday 7p		
Mission Statement 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, and 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.		
General Tasks <ol style="list-style-type: none"> 1) Promotes, in many and innovative ways, the proclamation of the gospel of Jesus Christ in the Collingswood area by word but especially by actions; 2) Responsible for maintaining CPC as an active, loving community of faith; 3) Works with Pastor to identify special needs of members and members with special talents; 4) Develops visitation plan, insuring all who wanted to be visited are visited; 5) Produces membership directory; 6) Maintains history/memory of congregation, educates Pastor on relationships among members; 7) Works with Worship on special, community-oriented services, organizes mailings and other promotions; 8) Organizes regular fellowship events (coffee hours, dinners, parties, outings, small group fellowships); 9) Works with Worship committee to provide greeters to identify newcomers to church; 10) Identifies newcomers to CPC neighborhood (welcome baskets, community directory, etc.); 11) Works with Mission to publicize church activities and events; 12) Works with Pastor to insure Pastoral needs of bereaved family are met and follow-up help is available 13) Works with Clerk and secretary to insure updated information on members (birthdays, baptized members, children, addresses, and telephone numbers, etc.); 14) Organizes phone chain for rapid congregational communication, especially by those needing prayer; 15) Meets regularly with Pastor to review progress; 16) Takes on other duties as determined by Pastor and Session. 		
Resources Article: https://www.presbyterianmission.org/story/reformed-theology-101/ Webinar: https://apcenet.org/project/basics-of-reformed-theology/		
Learning Projects Meet church and community officials to discover needs, view videos, invite speakers, attend workshops		
Overall Goals Begin education of committee and congregation of overall outreach needs and opportunities. Support members in mission projects.		

<p>Specific Projects Weekly coffee hour, congregational gatherings, organize weddings and funerals, organize special collections</p>
<p>Other Notes Deacons are called to lead the congregation in compassion, witness, and service, representing the ministry of the church in the world and the presence of the world in the church. While deacons have no particular responsibilities for the ordering of worship, the session should ensure that deacons (where present) have regular opportunities to lead in worship, and that their ministries of compassion, witness, and service are reflected in the public services of the church.</p>
<p>Moderator Responsibilities</p> <ol style="list-style-type: none">1) Develop agenda in conjunction with Pastor;2) Call and preside over committee meetings;3) Insure minutes are taken and distributed as needed;4) Oversee task list, securing committee members and volunteers (especially for quick tasks below);5) Help recruit and train committee members and volunteers as needed.
<p>Deacon Responsibilities</p> <ol style="list-style-type: none">1) Attend committee meetings;2) Review agenda and other materials in advance of meeting as much as possible;3) Participate in regularly performing several of the General Tasks listed above;4) Help recruit and train committee members and volunteers as needed;5) Be prepared to ask questions and offer ideas at meetings.
<p>Quick Tasks - That can be done on an as needed basis by congregation</p> <ol style="list-style-type: none">1) Help with coffee hour2) Write prayer cards3) Monitor and report on needs of sick and shut-in members4) Report on community needs in which CPC can be involved5) Help with funerals, weddings, fellowship events

Governing Body	Session	
Membership	Elders	Lorrie Heuser, Bill Ostrem, Candace Lowden, Carol Longmire, Dan Graves, Martha Jane Caldwell-Bates
	At-Large	Moderator (Rev. Robert Higgs), Clerk Karen Mazak)
Regular Meetings 3rd Monday 7p		
Mission Statement		
<p>The Session (elders, together with the pastor) is to strengthen and nurture the faith and life of the congregation through their leadership and service. encourage the people in the worship and service of God equip and renew the people for their tasks within the Church, equip and renew the people for their mission in the world. visit and comfort and care for the people with special attention to the sick and the lonely and to those who are oppressed, inform the Session and the Pastor of those who may need special attention and cultivate the ability to teach the Bible</p>		
General Tasks		
<ol style="list-style-type: none"> 1) receive members into the church; 2) lead the congregation in participation in the mission of the church; 3) provide for the worship of the people of God including preaching and the sharing of the Sacrament; 4) provide for the spiritual growth of its members; 5) develop and supervise the educational program; 6) lead the congregation in ministries of personal and social healing; 7) challenge the people of God in stewardship of money and time; 8) establish the annual budget and other special offerings;; 9) lead the congregation continually to discover God's working in the world ; 10) instruct, examine, ordain, install, and welcome new elders (and deacons, where applicable); 11) supervise the board of deacons (where applicable) and all other organizations within the congregation; 12) provide for the administration of the church's program; 13) provide for the management of the church's property; 14) maintain regular and continuing relationships with higher governing bodies; 15) establish and maintain all necessary ecumenical relationships; 16) serve in judicial matters in accordance with the Rules of Discipline; 17) keep an accurate roll of members; 		
Resources		
http://presbycc.org/wp-content/uploads/2015/10/Handbook-for-Elders-2014.pdf		
Learning Projects		
Meet church and community officials to discover needs, view videos, invite speakers, attend workshops		

<p>Overall Goals</p> <p>The Church of Jesus Christ is a demonstration of what God intends for all humanity. The Church is called to be a sign in the world for the new reality that God has made available to all people through Jesus Christ. This new reality is the new humanity, a new creation, a new beginning since (1) sin is forgiven, (2) reconciliation is accomplished, and (3) the dividing walls of hostility are torn down. The Church is called to give shape and substance to this truth.</p> <p>The Church is called to tell the good news of salvation by the grace of God through faith in Jesus Christ. God forgives sin, reconciles brokenness, makes all things new, and is still at work in the world. The Church is called to present the claims of Jesus Christ. The Church is called to demonstrate the new reality in Christ by the love of its members for one another and by participating in God's activity in the world through its life for others.</p>
<p>Specific Projects</p> <p>Maintain and expand congregational awareness and participation in all current mission projects, provide "Minute of Mission" during worship and in church newsletter, select local and national mission projects for congregational involvement, propose specific budget allocation to West Jersey Presbytery, Synod, and/or GA mission projects.</p>
<p>Other Notes</p>
<p>Clerk Responsibilities</p> <ol style="list-style-type: none">1) Develop agenda in conjunction with Pastor;2) Call and oversee Session meetings;3) Insure minutes are taken and distributed as needed;4) Oversee task list, securing committee members and volunteers (especially for quick tasks below);5) Help recruit and train committee members and volunteers as needed.
<p>Elder Responsibilities</p> <ol style="list-style-type: none">1) Attend Session meetings;2) Review agenda and other materials in advance of meeting as much as possible;3) Participate in regularly performing several of the General Tasks listed above;4) Help recruit and train Elders, committee members and volunteers as needed;5) Be prepared to ask questions and offer ideas at meetings.
<p>Quick Tasks - That can be done on an as needed basis by congregation</p>

Notes



Building Up