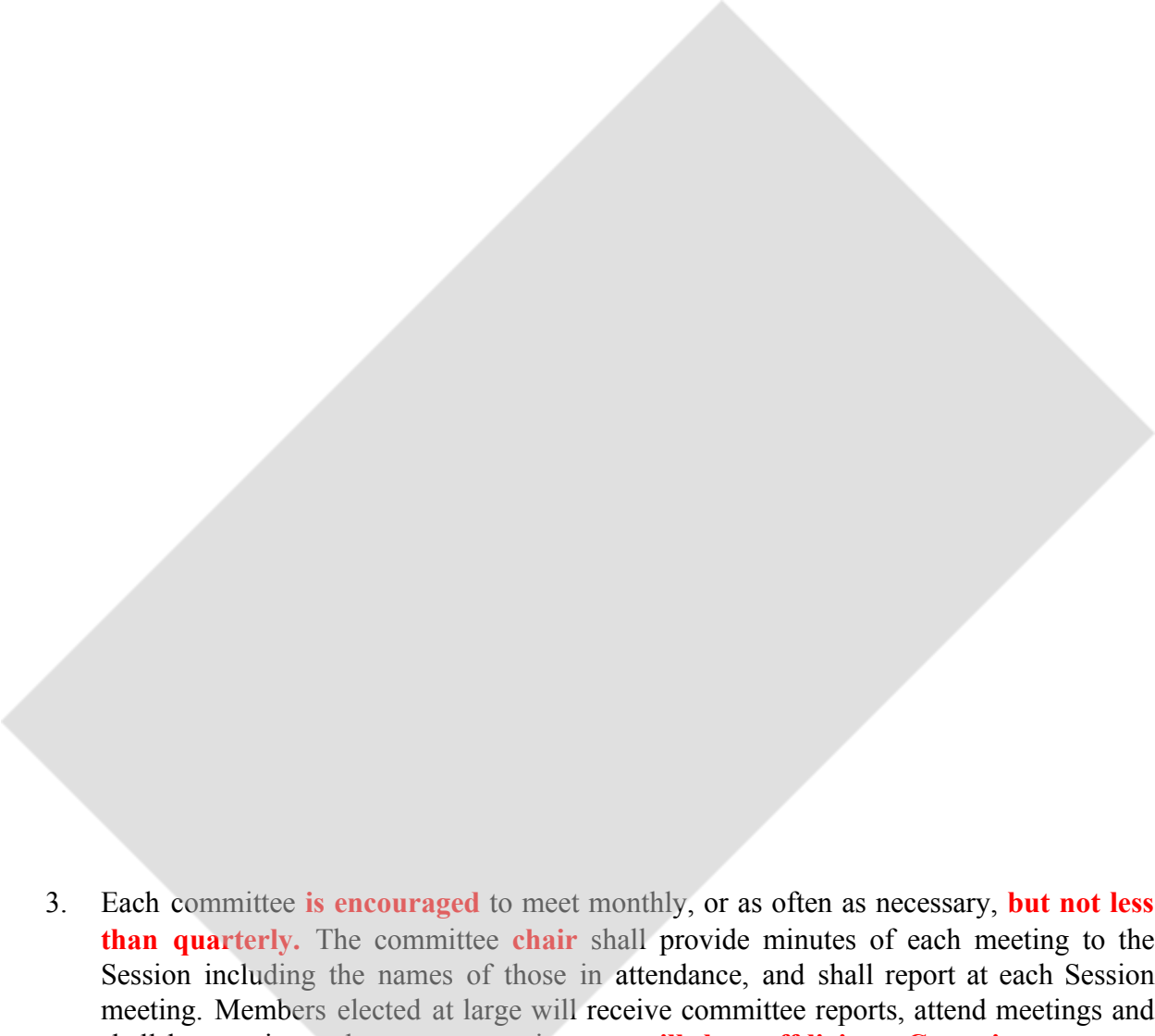
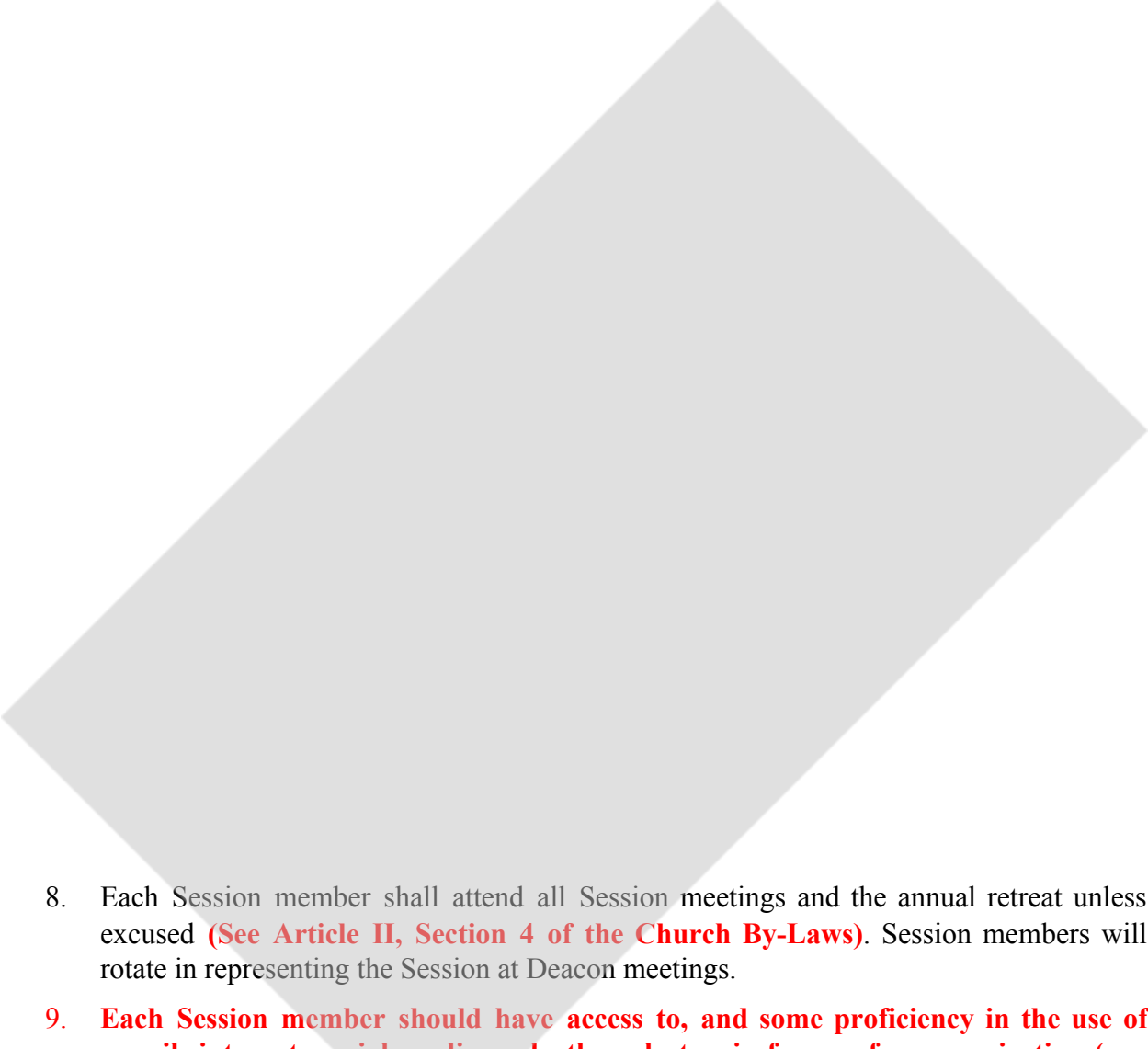


## MANUAL OF COMMITTEES OF THE SESSION

1. The Session of Westwood First Presbyterian Church shall be organized into committees which shall have such authority as is herein indicated, subject always to the superior authority of the Session of the Constitution of the Presbyterian Church U.S.A. (The Book of Order and the Book of Confessions). The Committees of the Session shall be as follows:
  - a. Administration and Personnel
  - b. Stewardship and Operations
  - c. Congregational Life and Nurture
  - d. Mission and Outreach
  - e. Worship and Music
  - f.
  - g.
  - h. Nominating
  - i. Deacons
2. Each committee shall be composed of the following:
  - a. Ruling Elders, currently serving on Session
  - b. Those elected at-large by the congregation
  - c. **Support members (to serve on a temporary/seasonal/as needed basis)**
  - d. **A staff liaison**
  - e. **Pastor (ex-officio member)**

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3. Each committee **is encouraged** to meet monthly, or as often as necessary, **but not less than quarterly**. The committee **chair** shall provide minutes of each meeting to the Session including the names of those in attendance, and shall report at each Session meeting. Members elected at large will receive committee reports, attend meetings and shall have voice and vote on committee, **as will the staff liaison**. **Committee support members will not be required to meet, and may serve on a temporary/seasonal basis, but will be asked to keep abreast of the committee activities**. Each committee will report annually in writing in the Narrative report of the Annual Congregational report.
  4. **Committee chairpersons shall be a part of the Nomination Process, as required by the Nominating Committee; including interviewing potential officers and determining whether they will be able to work effectively with current members.**
  5. Committees may meet without the Pastor(s) or assigned staff at the discretion of a Committee Member for the purpose of discussing matters which fall under the committee's responsibilities **that pertain specifically to that person(s) – after discussion and concurrence with the Pastor**.
  6. Each committee will prepare its goals and budget request for the year and will be represented on the Budget Task Force.
  7. The Session shall provide from its membership the Chairman and Vice Chairman of the Budget Task Force, two members of the Nominating Committee, and one member to the Scholarship Committee.

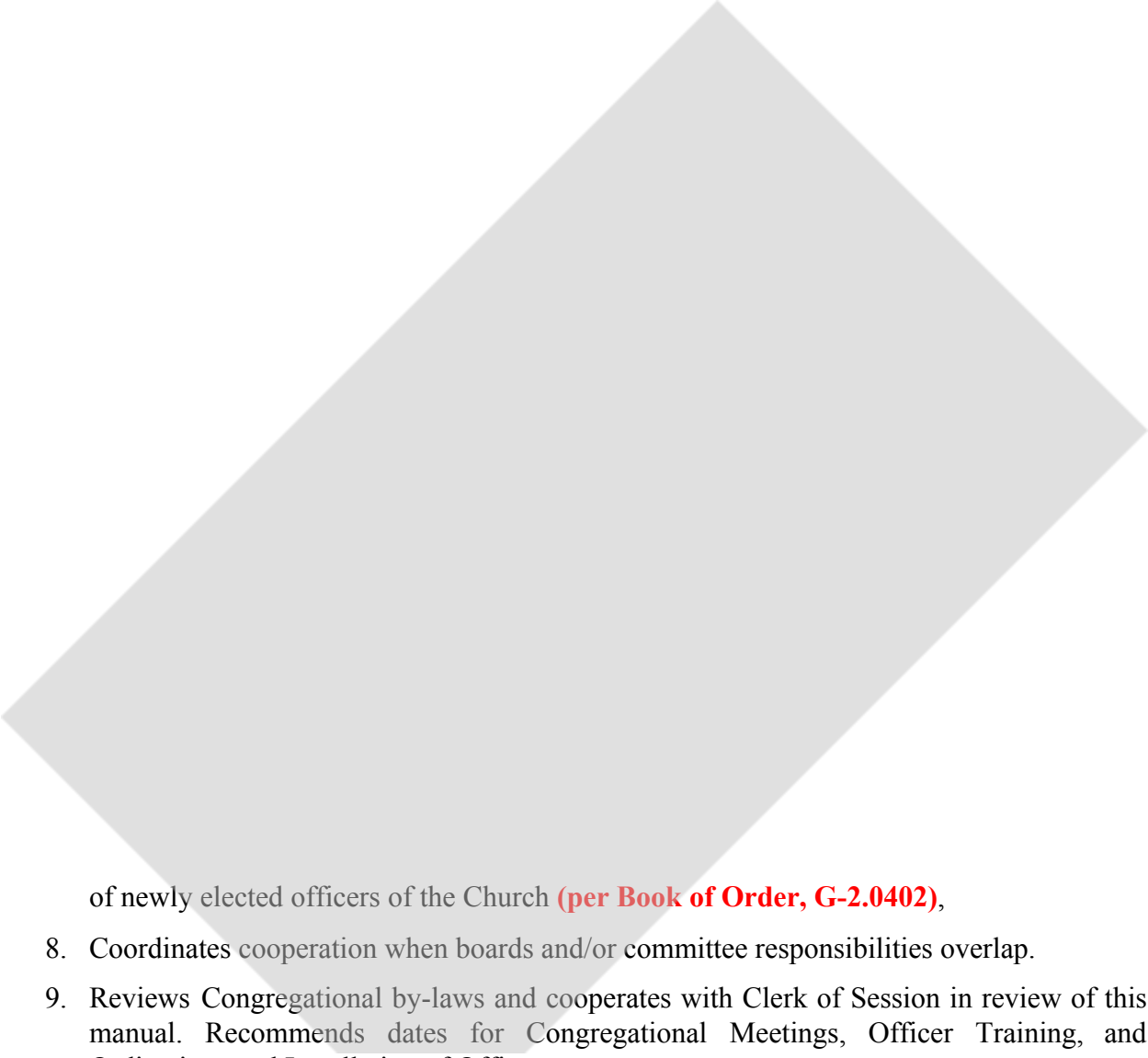
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8. Each Session member shall attend all Session meetings and the annual retreat unless excused **(See Article II, Section 4 of the Church By-Laws)**. Session members will rotate in representing the Session at Deacon meetings.
  9. **Each Session member should have access to, and some proficiency in the use of e-mail, internet, social media and other electronic forms of communication (e.g. Skype). Further, all Session members are required to check these forms electronic communication in a timely manner and are responsible for keeping up-to-date with what's going on in the church.**
  10. At the first unexcused absence from a Session meeting, the Ruling Elder will be contacted by the Pastor, at the second, the Ruling Elder will be connected by the Administration and Personnel Committee. Beyond that may be grounds to ask for member's resignation. An unexcused absence is defined as missing a Session meeting, without contacting the pastor, Clerk of Session, or the church office, and providing a brief explanation.
  11. The responsibilities of the Session include, but are not limited to, those listed in the Book of Order, **The Foundations of Presbyterian Polity F-1.01 through F-3.04**, and The Form of Government **G-1.01 through G-2.04**.
  - 12.

## **ADMINISTRATION AND PERSONNEL**



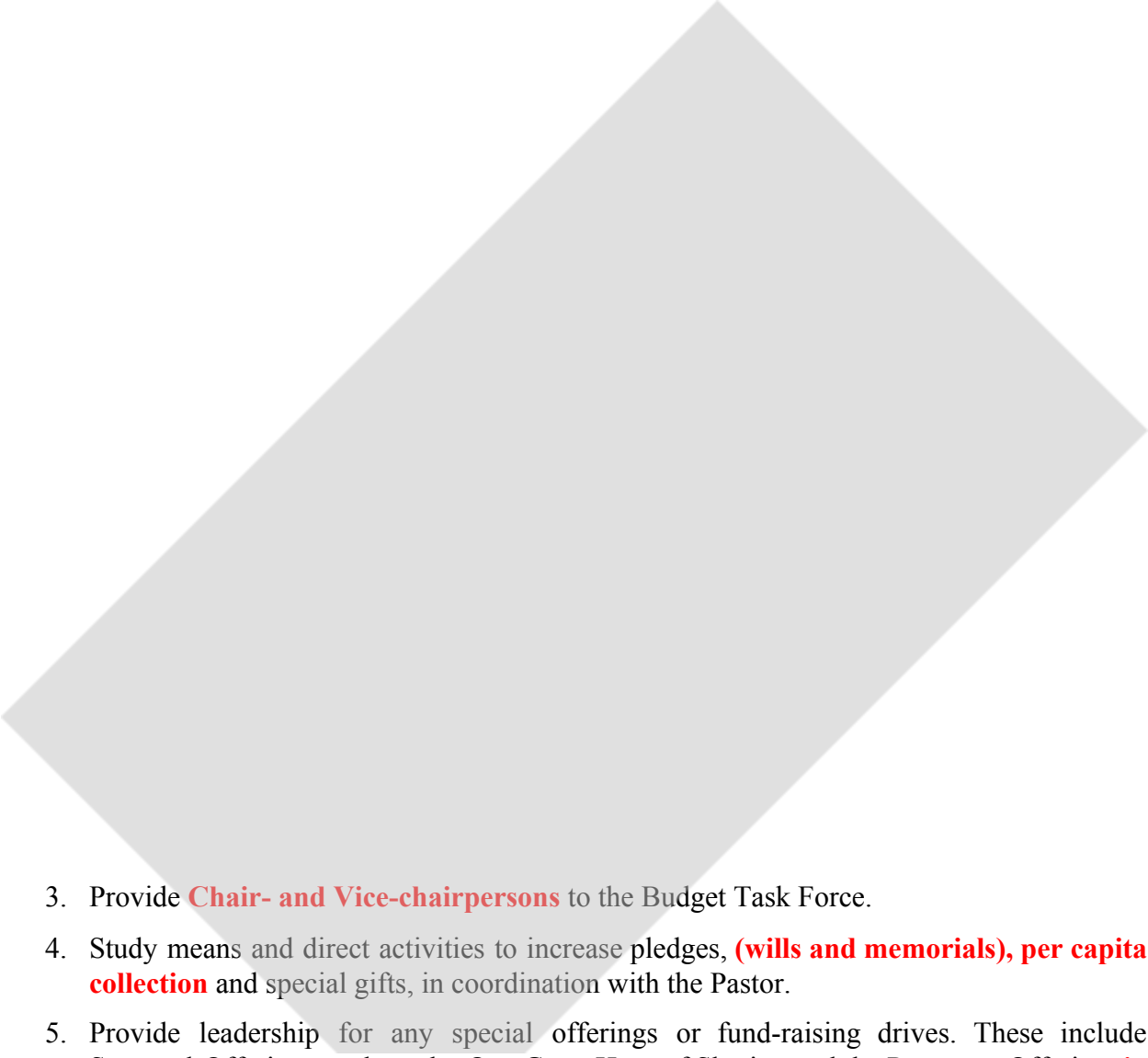
**1. Membership**

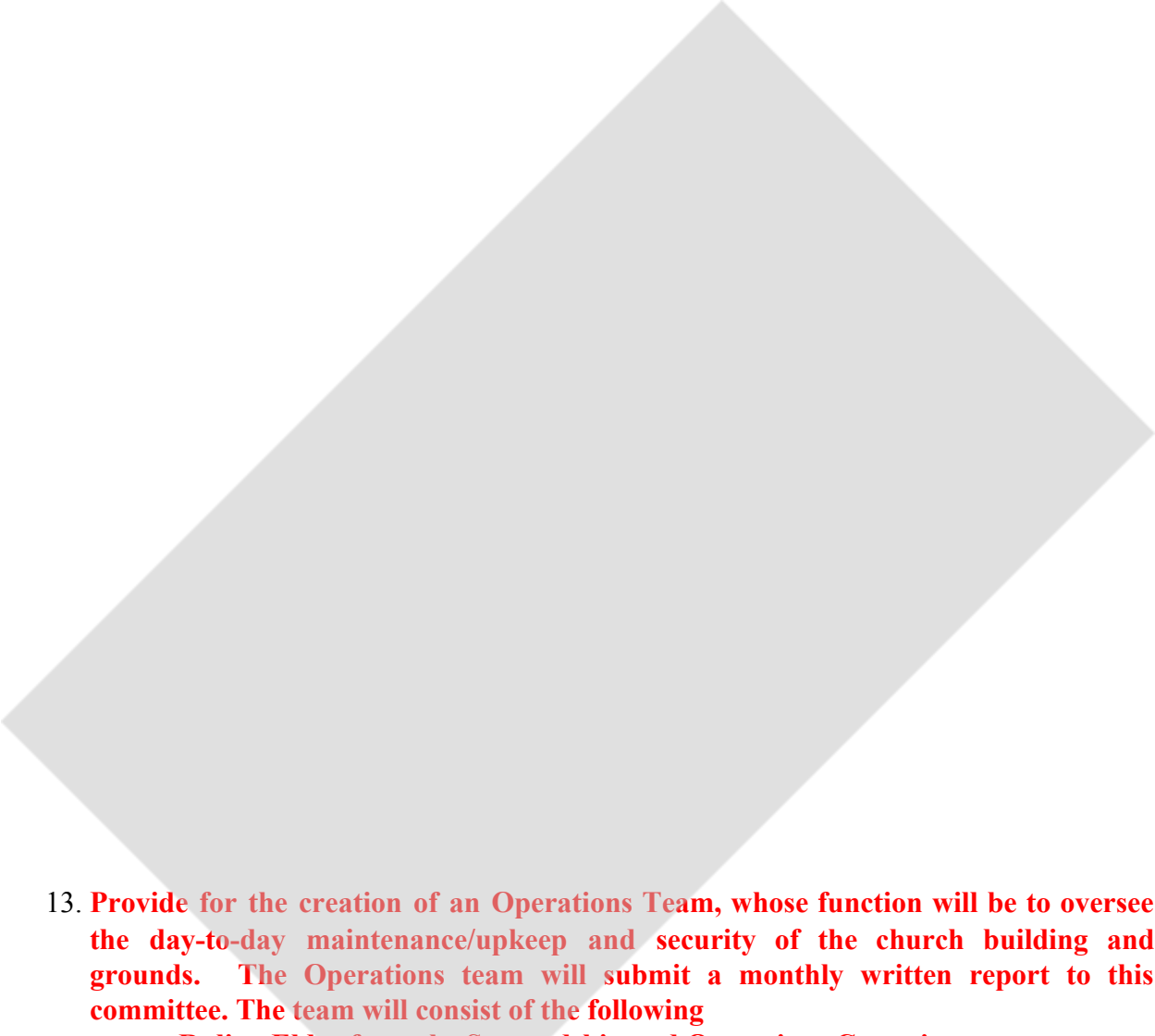
- a. Rulings Elders (on Session) – no more than four (4), and no fewer than two (2)**
  - b. At-Large Members – between two (2) and four (4), elected by the congregation**
  - c. Support members – as many as is deemed necessary/needed.**
  - d. Staff Liaison – Pastor (also ex-officio)**
2. Maintain and regularly update a Personnel Handbook to establish policies and procedures for effective and efficient personnel practices, and use it as a resource when working with the staff.
3. Secure an adequate and effective staff. Evaluate each staff member after the first ninety (90) days of employment and annually thereafter.
4. Maintain and administer a salary program which will compensate staff members according to their contribution. Acknowledge staff anniversaries. Set Annual Schedule of Paid Holidays.
5. Assure that all regulations are met regarding Worker's Compensation, FICA and tax withholding.
6. Assure all Session approved and Presbytery policies are met regarding Sexual Harassment.
7. **In coordination with the Pastor, provide** for the training, examination, **and ordination**

- 
- of newly elected officers of the Church (**per Book of Order, G-2.0402**),
8. Coordinates cooperation when boards and/or committee responsibilities overlap.
  9. Reviews Congregational by-laws and cooperates with Clerk of Session in review of this manual. Recommends dates for Congregational Meetings, Officer Training, and Ordinations and Installation of Officers.
  10. Provides for Session retreats and devotions, **in consultation with the Pastor(s)**.
  11. Recommend and submit a Personnel budget to the Budget Task Force. Provide a representative to the Budget Task Force.

## **STEWARDSHIP AND OPERATIONS**

1. **Membership**
  - a. **Rulings Elders – no more than four (4), and no fewer than two (2)**
  - a. **At-Large Members – between two (2) and four (4), elected by the congregation**
  - b. **Support members – as many as is deemed necessary/needed**
  - c. **Staff Liaison – Treasurer and Building Manager (on Operations Team)**
  - d. **Pastor (ex-officio)**
2. Provide leadership for the annual emphasis on stewardship and the year-round interpretation of stewardship to the congregation.

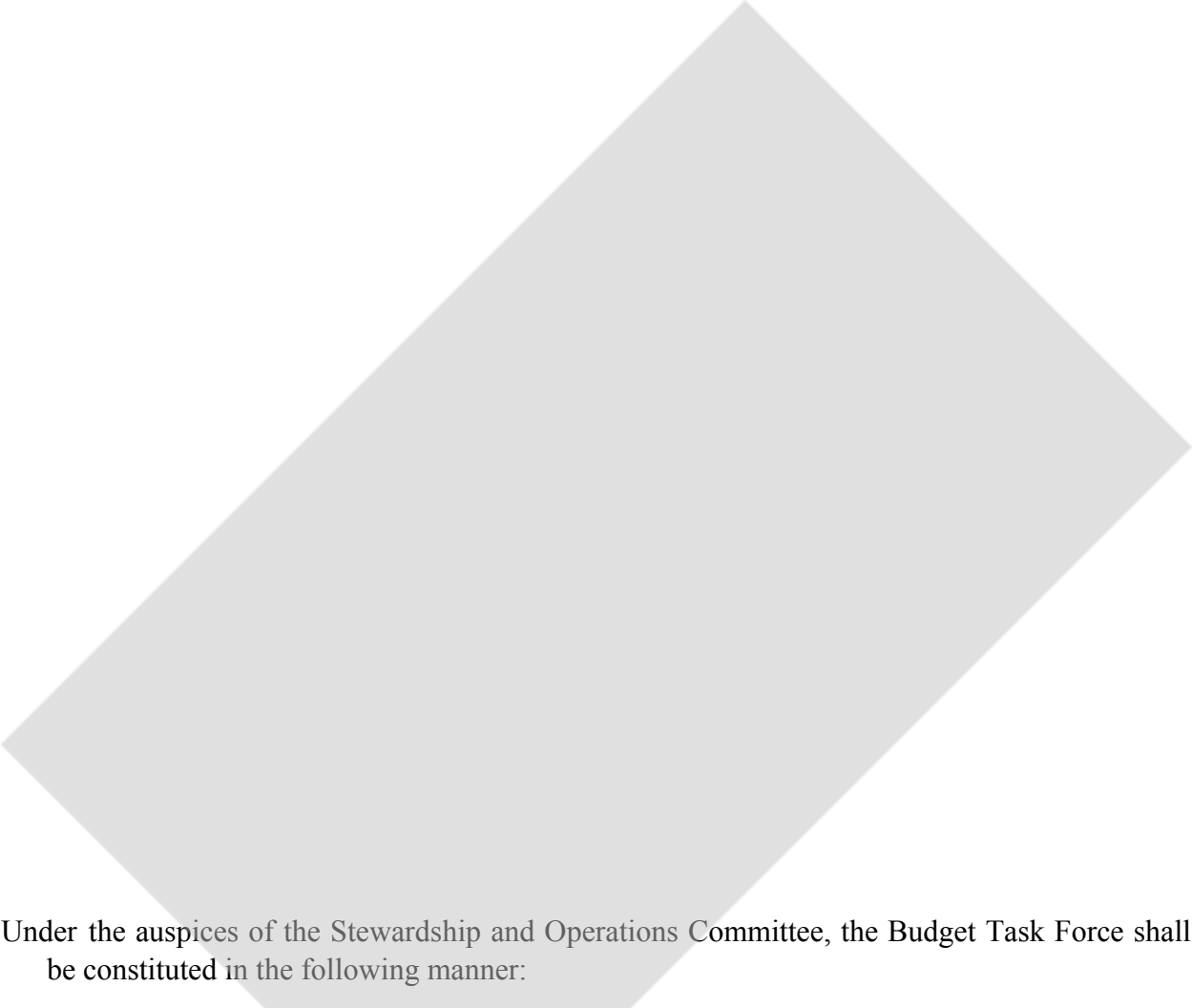
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3. Provide **Chair- and Vice-chairpersons** to the Budget Task Force.
  4. Study means and direct activities to increase pledges, **(wills and memorials), per capita collection** and special gifts, in coordination with the Pastor.
  5. Provide leadership for any special offerings or fund-raising drives. These include Seasonal Offerings such as the One Great Hour of Sharing and the Pentecost Offering, **in coordination with the Mission Committee.**
  6. Oversees the fiscal and legal affairs of the corporation, including insurance and the Endowment and Celebration Funds. Monitors and recommends changes to investment policies and funds.
  7. Investigates major purchases **beyond the scope and budget of a committee with that particular committee.**
  8. Study the financial situation of the Church and make reports to the Session concerning operating income, budget problems, and current status of pledges. Recommend action, as necessary.
  9. Assure that all non-budgeted, proposed or requested expenditures shall be submitted to the Committee accompanied by an identification of a proposed funding source.
  10. Provide timely budget reports to the congregation.
  11. Elder Members serve on the Board of Directors for legal purposes.
  - 12.

- 
13. **Provide for the creation of an Operations Team, whose function will be to oversee the day-to-day maintenance/upkeep and security of the church building and grounds. The Operations team will submit a monthly written report to this committee. The team will consist of the following**
- a. **Ruling Elder from the Stewardship and Operations Committee,**
  - b. **Building Manager**
  - c. **One (1) At-Large member of the Stewardship and Operations Committee,**
  - d. **One (1) Ministry Assistant**
  - e. **Support personnel (as necessary/needed)**
  - f. **Pastor (ex-officio)**

**In addition, the Operations Team will be responsible for the following:**

- g. **Review requests for uses of the Church building and grounds by outside groups, responding in a timely fashion**
- h. **Determines policy and fees schedule**
- i. **Consult Worship and Music regarding use of the sanctuary by outside groups, responding in a timely fashion**
- j. **Reviews and recommends changes to fee schedules for church use.**
- k. **Recommend and submit an Operations budget to the Budget Task Force**
- l. **Oversee the “Pres-bees” volunteer group**

## **BUDGET TASK FORCE**



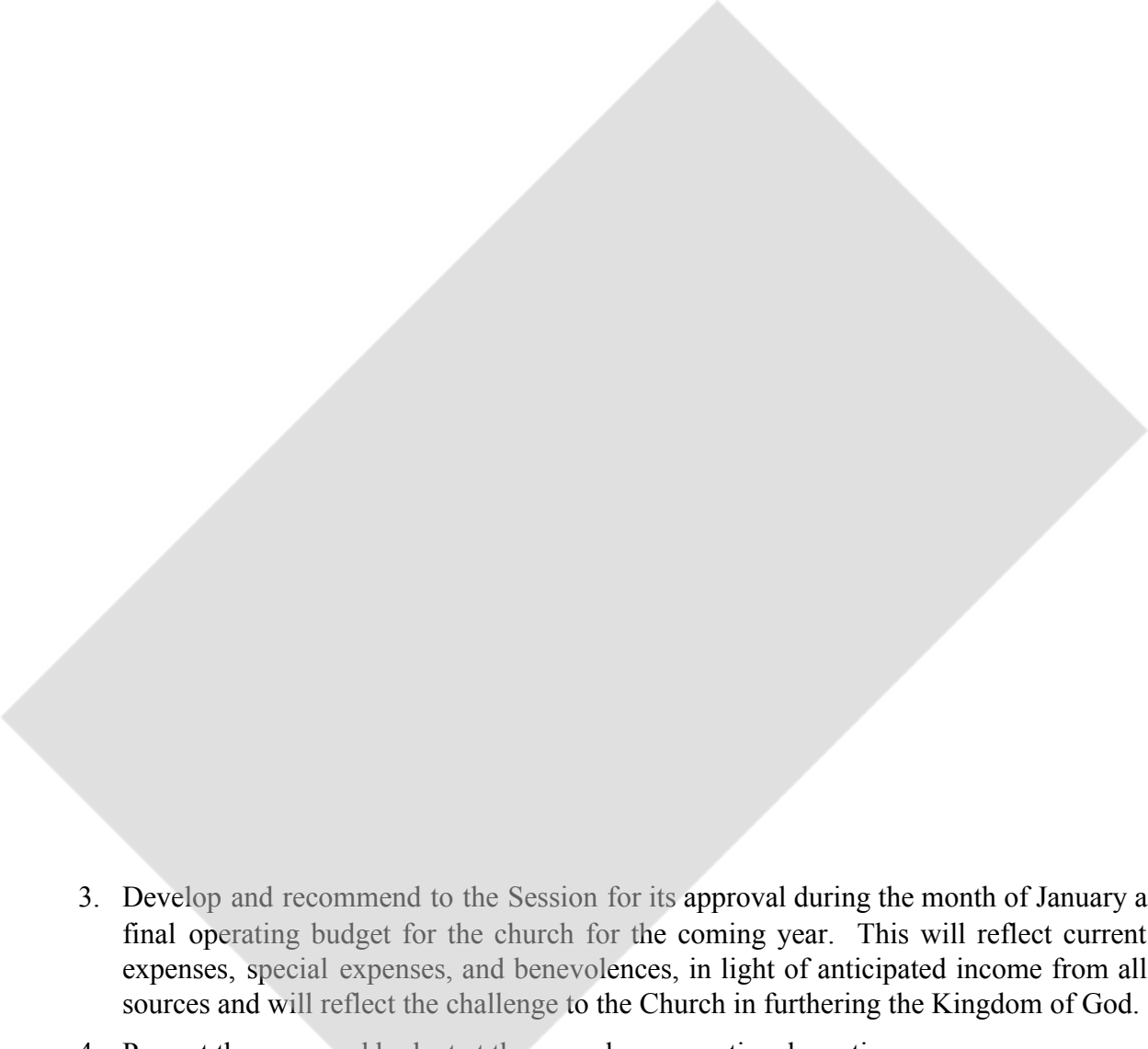
Under the auspices of the Stewardship and Operations Committee, the Budget Task Force shall be constituted in the following manner:

1. The Session representatives shall include:
  - a. The two (2) Elders of the Stewardship and Operations Committee
  - b. a member of each of the remaining committees.
2. The Chairman of said committee shall be Chairman of the Task Force and the Vice Chairman of the committee the Vice Chairman of the Task Force.
3. The Board of Deacons shall be represented by one member of the Board.
4. The Presbyterian Women may be represented by one member who will be ex officio.
5. The Pastor(s) shall be an ex officio member. Other program staff members may attend at the invitation of the Chairman and/or request of a Pastor.
6. The Business Manager may be Secretary of the Task Force.

The Budget Task Force shall:

1. Receive budget requests from various committees, organizations and boards of the Church no later than mid-September. It may hold such stated and special meetings as it determines to consider these requests.
2. Meet no later than the first week in December to create a preliminary budget to be presented to the Session at the December meeting of these boards. The Session has the responsibility to recommend changes or reconsideration of any item.

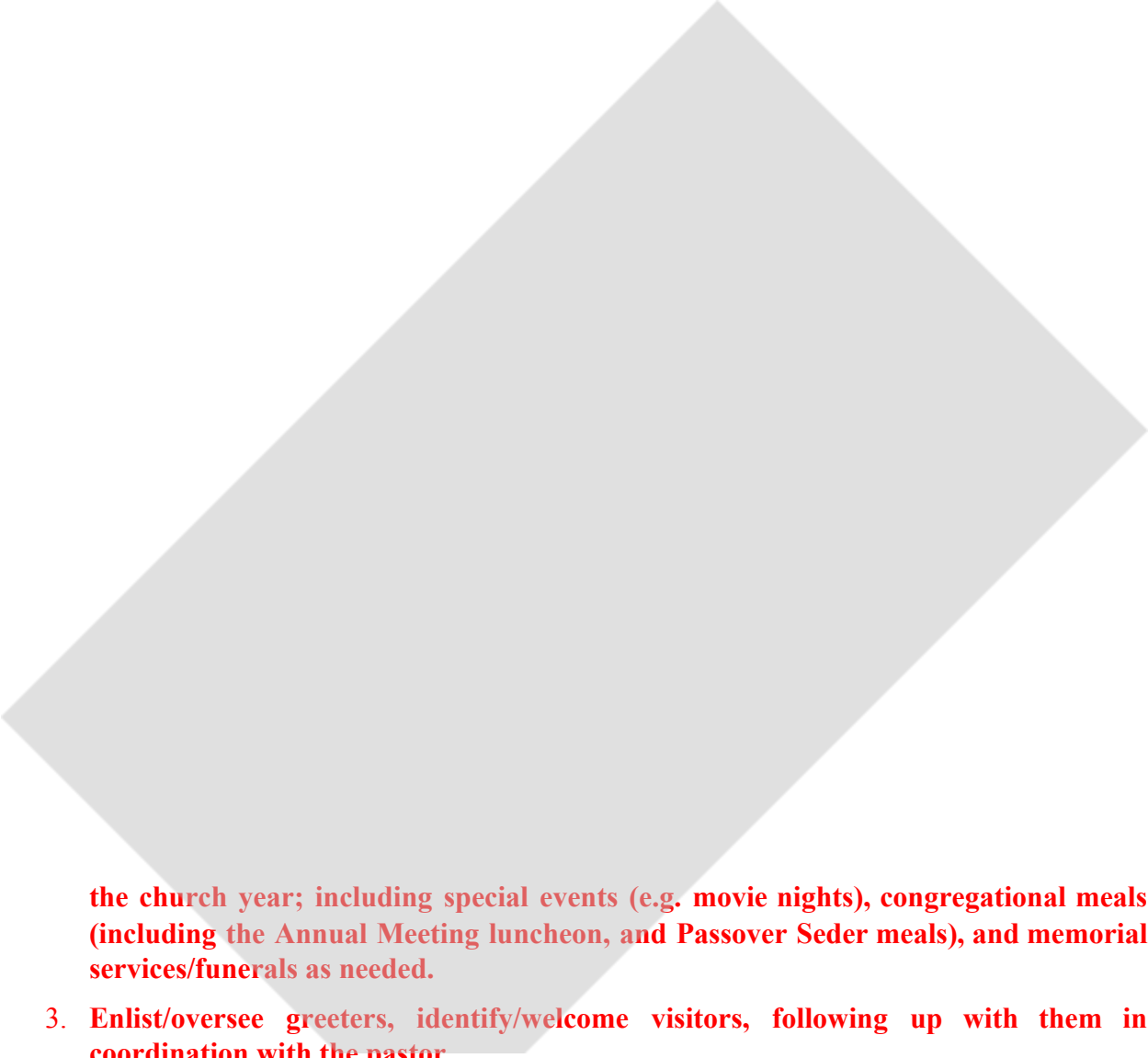


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3. Develop and recommend to the Session for its approval during the month of January a final operating budget for the church for the coming year. This will reflect current expenses, special expenses, and benevolences, in light of anticipated income from all sources and will reflect the challenge to the Church in furthering the Kingdom of God.
  4. Present the approved budget at the annual congregational meeting.

## **CONGREGATIONAL LIFE AND NURTURE**

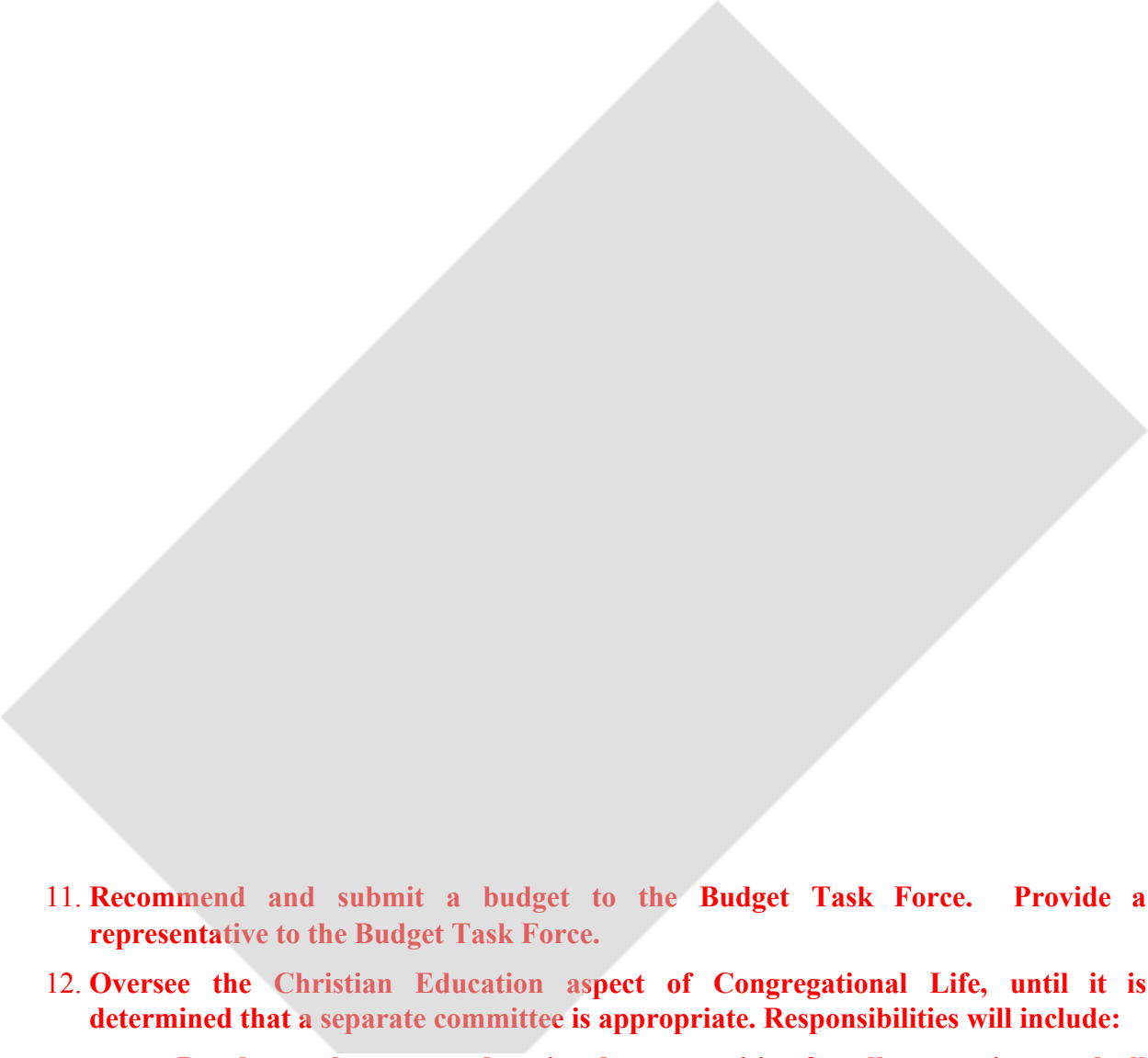
### **1. Membership**

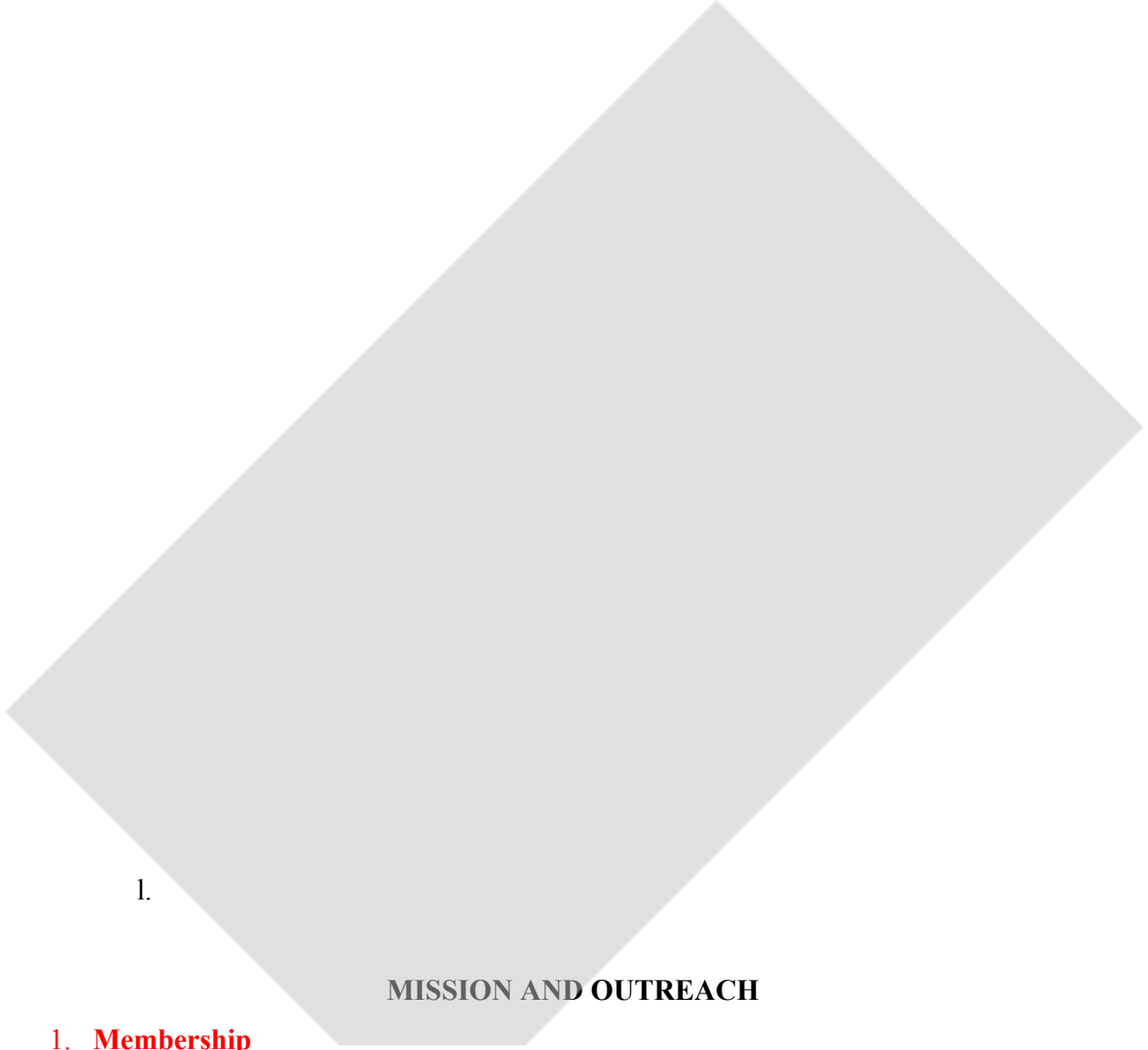
- a. **Rulings Elders – no more than four (4), and no fewer than two (2), with one designated to oversee the Christian Education program**
  - b. **At-Large Members – between two (2) and four (4), elected by the congregation**
  - c. **Support members – as many as is deemed necessary/needed.**
  - d. **Staff Liaison – Ministry Assistant**
  - e. **Pastor (ex-officio)**
2. **Plan, implement, and evaluate fellowship events throughout the various seasons of**



**the church year; including special events (e.g. movie nights), congregational meals (including the Annual Meeting luncheon, and Passover Seder meals), and memorial services/funerals as needed.**

- 3. Enlist/oversee greeters, identify/welcome visitors, following up with them in coordination with the pastor.**
- 4. Follow up with “out of contact” members (those who have stopped worshipping regularly), in coordination with Deacons and Pastor.**
- 5. Send birthday/holiday (Easter and Christmas) cards to homebound, in coordination with Deacons and Pastor.**
- 6. Encourage/foster relationships with Presbytery, Synod, General Assembly and ecumenical (other denomination) churches/groups;**
- 7. Publicize church worship and activities within the church and to the wider community through the media and website, encouraging participation and engagement, in coordination with the Mission Committee.**
- 8. Maintain church rolls, coordinating with Clerk of Session and Pastor, following up with “inactive” members, when appropriate.**
- 9. Maintain an up-dated directory of church members and friends.**
10. Assist in preparation for membership and assimilation into the church, in coordination with Pastor.

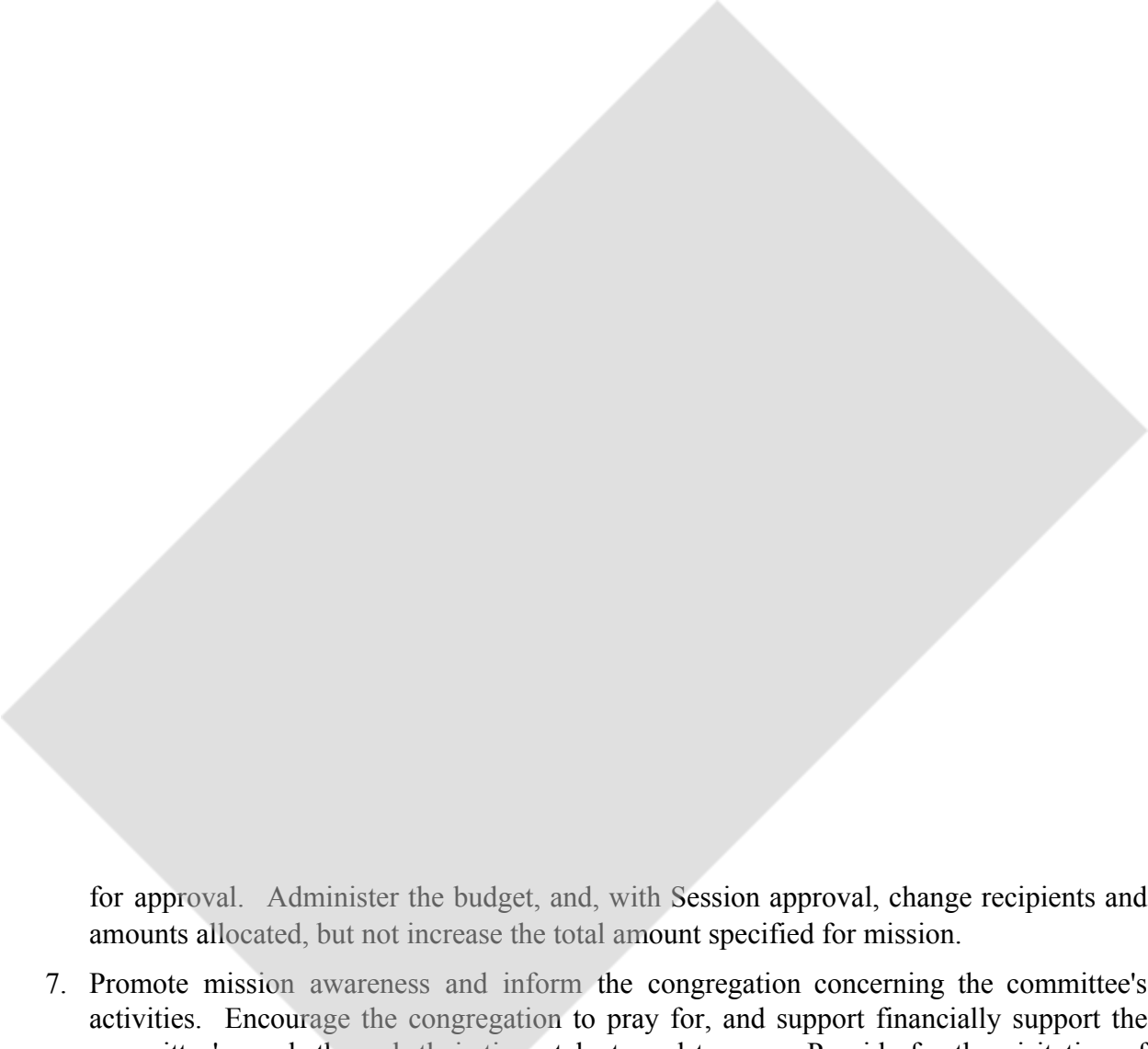
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11. **Recommend and submit a budget to the Budget Task Force. Provide a representative to the Budget Task Force.**
  12. **Oversee the Christian Education aspect of Congregational Life, until it is determined that a separate committee is appropriate. Responsibilities will include:**
    - a. **Develop and oversee educational opportunities for all generations and all faith levels** to allow them to grow in their faith.
    - b. Recruit, support and encourage Sunday School teachers.
    - c. Evaluate curriculum.
    - d. Coordinate any special Sunday School activities.
    - e. **Consider a plan to promote and grow the Christian Education program, speaking with families and individuals regarding their needs**
    - f. **Recruit, support youth advisors and provide for their personal growth, support and recognition.**
    - g. **Assist the Pastor and the Mission Committee in coordinating the annual Vacation Bible School at Third Church.**
    - h. Keep the Library/Resource Center up-to-date and well utilized.
    - i. Oversee nursery care, space and policies.
    - j. Provide for the safety of children, youth and adults through the administration of policies protecting them for abuse, neglect or harassment.
    - k. Recommend a Christian Education budget to the committee, to forward to the Budget Task Force



1.

## MISSION AND OUTREACH

1. **Membership**
  - a. **Ruling Elders – no more than four (4), no fewer than two (2)**
  - b. **At-Large – between two (2) and four (4), elected by the congregation**
  - c. **Support members – as many as deemed necessary/needed**
  - d. **Staff Liaison – Ministry Assistant, or**
  - e. **Pastor (ex-officio)**
2. Provide leadership in the education and participation of the congregation in the mission program of the Church – locally, nationally and world-wide.
3. **Publicize church worship and activities within the church and to the wider community through the media and website, encouraging participation and engagement, in coordination with the Congregational Life and Nurture Committee.**
4. Recommend and submit a mission goal to the Budget Task Force. Provide a representative to the Budget Task Force.
5. **Plan – along with Fellowship – the Annual Church picnic, with attention paid to the Mission fund-raising aspect of the picnic.**
6. Allocate the funds approved in the annual budget and submit the allocation to the Session



for approval. Administer the budget, and, with Session approval, change recipients and amounts allocated, but not increase the total amount specified for mission.

7. Promote mission awareness and inform the congregation concerning the committee's activities. Encourage the congregation to pray for, and support financially support the committee's work through their time, talents and treasure. Provide for the visitation of mission workers to our congregation when practical.
8. Promote support for mission programs by special offerings, gifts, or other programs. This includes the Annual Christmas Offering and Special Mission Fund Envelopes. The increasing support of mission work in our General Fund and other sources is a vital task of this committee.
9. Study requests for support and contributions for mission activities, and report recommendations to the Session for its approval. Monitor and recommend to the Session expenditures from the Gilham Mission Tithe, Undesignated Bequest Tithes, Extra Envelope Funds and other sources designated for mission.
10. Provide on-going congregational education: mission meetings, weekend retreats, publications, articles, worship service, Moments for Mission, and other educational opportunities, encouraging people to volunteer.
11. Identify/interpret the needs for mission/ministry in the Westwood community, opportunities to serve, and those with a desire to serve, coordinating with our volunteers

with those of other churches/groups/Presbytery and the entity being served.

12. Prepare, at least annually, a report of the mission activities of all units of the Church in writing in the Narrative report of the Annual Congregational report and for the Presbyterian Church (USA). Such report may be presented at the Annual Meeting of the Congregation.

## **WORSHIP AND MUSIC**

1. **Membership**
  - a. **Ruling Elders – no more than four (4), and no fewer than two (2)**
  - b. **At-Large – between two (2) and four (4), elected by the congregation**
  - c. **Support Members – as many as deemed necessary/needed**
  - d. **Staff Liaison – Music Director and Pastor, who is also an ex-officio member.**
2. **As outlined in the Book of Order Directory for Worship, the Worship and Music Committee (under the guidance of Session) is to provide for worship and shall encourage the people to participate fully and regularly in it. Session shall make provision for the regular preaching of the Word, celebration of the Sacraments, corporate prayer, and offering of praise to God in song. (W-1.4004, G-3.0201)**
3. **In coordination with the Pastor and Music Director, oversee special occasion services. This would include those weddings, and funerals, as well as those services that are held during the special seasons of the church calendar year (Lent, Advent,**



**Pentecost).**

- 4.
5. Provide/train/oversee lay leadership in worship
6.
  - a.
  - b.
  - c.
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8. Provide/train/oversee ushers, **communion servers and those coordinating the sound system.**
9. **Assist the Pastor in implementing an acolyte program, that will provide our young people with an opportunity to be a part of planning of worship, as well as participating in it.**
10. Provide for observance of sacraments, **per Book of Order G- 3.0201 and W-2.3000,**

**2.4000**

11. Provide baptismal instruction for parents of infant baptismal candidates, as well as adult candidates, in coordination with the Pastor. Observes **W-2.3012-2.3013 and G-3.0201b** in approving candidates for Baptism.
12. Provide for the proper set up and disposal of Communion Elements. Cooperates with the Pastor(s) in administration of Communion to **homebound**.
13. Provide pulpit supply for vacation and emergencies, in coordination with Pastor(s) and consistent with Presbytery guidelines.
14. Maintain record of worship attendance.
15. Maintenance/usage of liturgical banners/paraments/fixtures.
16. Act as Session liaison for Concert Series committee.
17. Provide music for all worship services and assist toward the continued development of music ministries, in coordination with Pastor and Music Director.
18. Periodically explore potential new worship and music ideas, **including Christmas caroling at local nursing facilities**
- 19.
20. Determine policies and fees for weddings. Determine policies regarding chancel furnishings and other matters pertaining to corporate worship and the use of the



sanctuary, **in coordination with the Operations Team.**

21. Recommend and submit a worship and music budget to the Budget Task Force. Provide a representative to the Budget Task Force.

### **NOMINATING COMMITTEE**

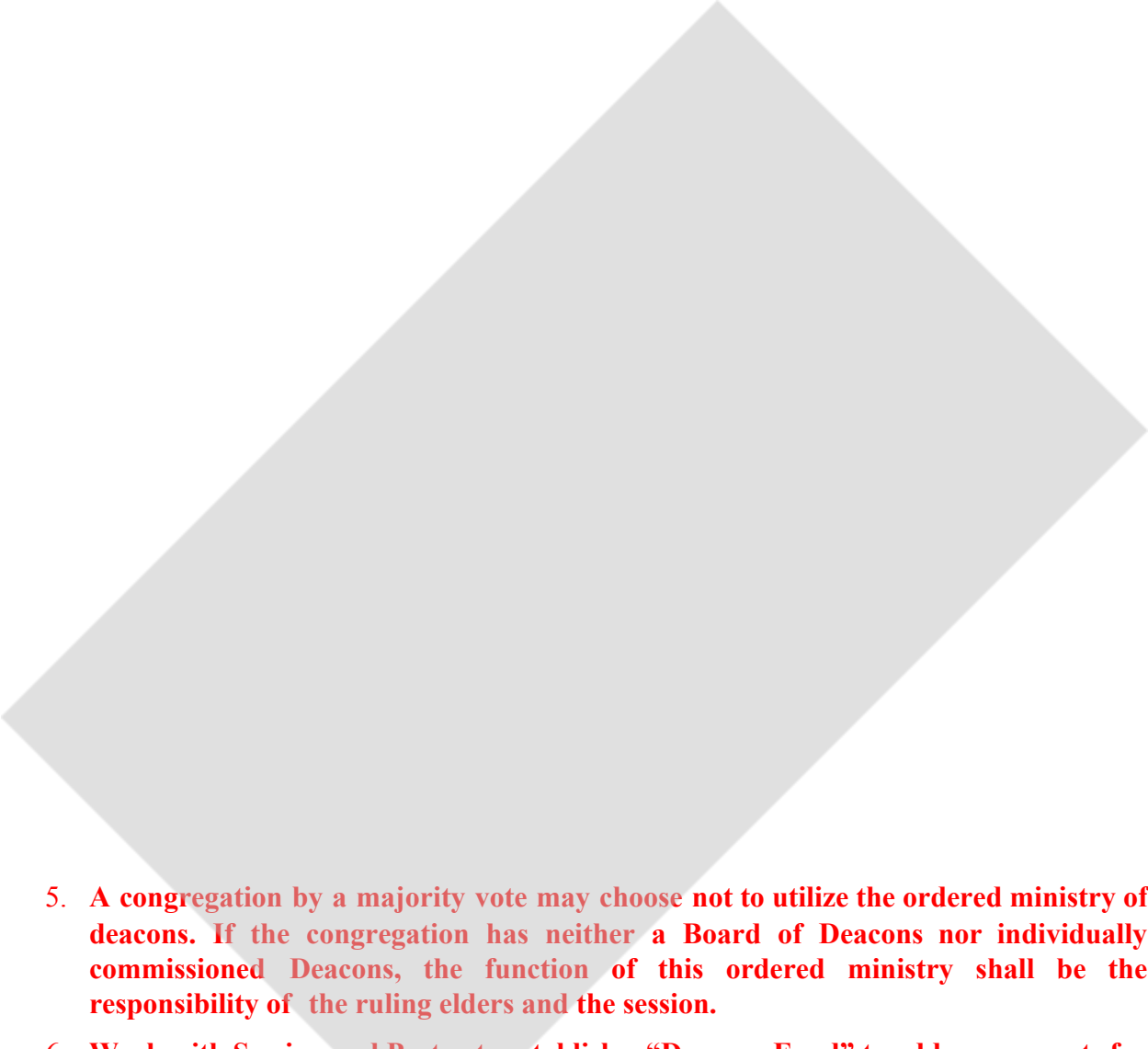
1. **Members**
  - a. **Ruling Elders – no fewer than two (2), currently on Session**
  - b. **At-Large – two (2), previously ordained, not currently on Session**
  - c. **Provisional Members (on a consultation basis)**
    - i. **All five (5) committee chairs**
    - ii. **Deacons – at least one (1), no more than two (2)**
    - iii. **Pastor (ex-officio)**
2. **Members are to serve a two (2) year term**
3. **The nominating year begins on first day of April, and ends on the thirty-first of March of the following year.**
4. **If a Nominating Committee member becomes the chair of another committee, they would be replaced on the Nominating Committee.**
- 5.
- 6.

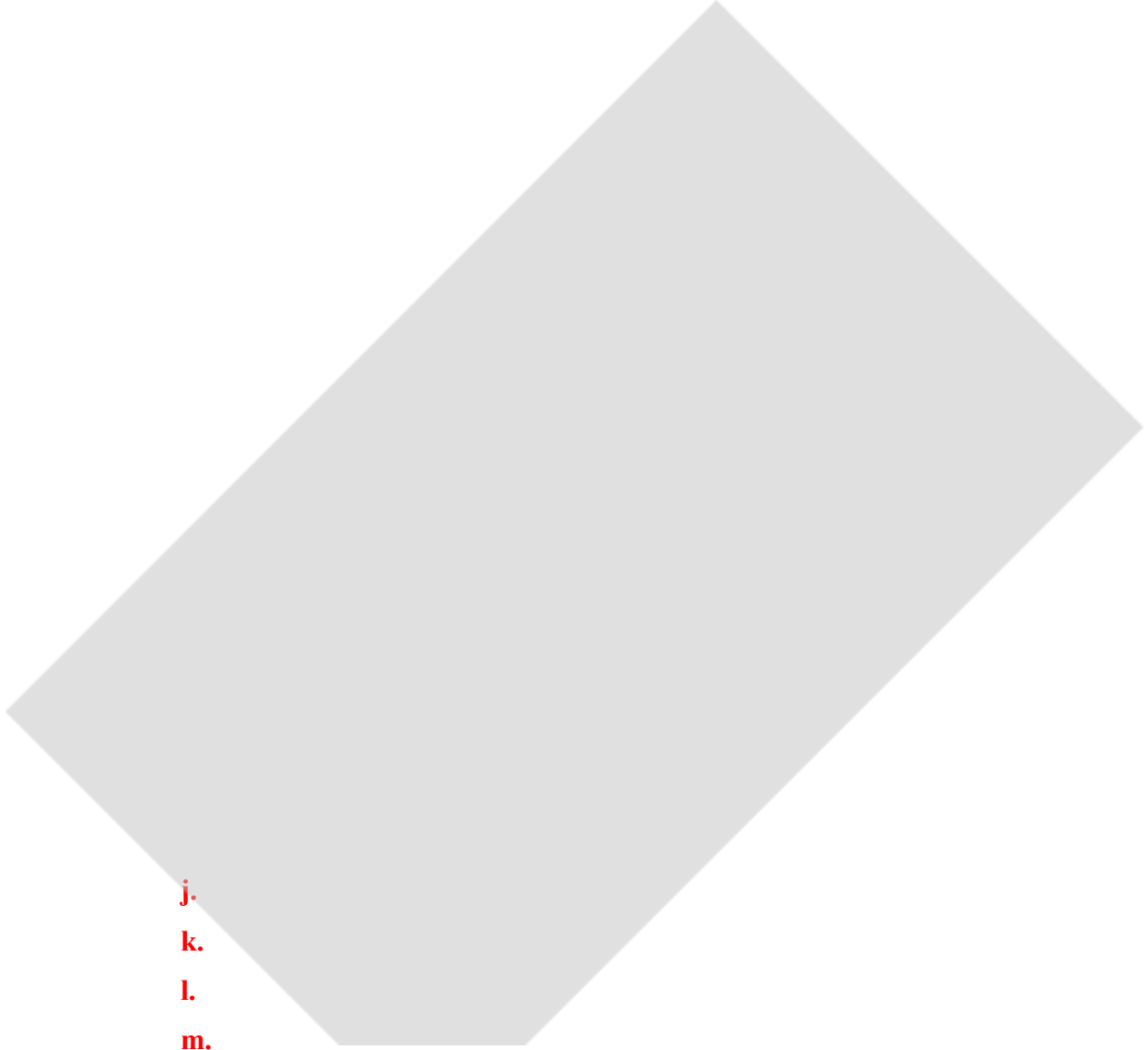


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### DEACONS

1. The role and ministry of Deacons is defined in the Book of Order, G-2.0201, and set forth in Scripture, as 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.
2. According to G-2.0202 of the Book of Order, Deacons may be individually commissioned or organized as a board of deacons. In either case, their ministry is under the supervision and authority of the session, with one (1) Ruling Elders to serve as Session liaison, on a rotating basis.
3. Deacons may also be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation.
4. Deacons shall assume other duties as may be delegated to them by Session, including assisting with the Lord's Supper during worship (W-3.3616).

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5. **A congregation by a majority vote may choose not to utilize the ordered ministry of deacons. If the congregation has neither a Board of Deacons nor individually commissioned Deacons, the function of this ordered ministry shall be the responsibility of the ruling elders and the session.**
  6. **Work with Session and Pastor to establish a “Deacons Fund” to address requests for assistance.**
  7. **Deacons responsibilities will include, but are not limited to:**
    - a. **Visitation/contacting (via cards, notes, phone calls) the homebound, as well as those recovering from illness, surgery, or recent loss**
    - b. **Assisting with home communion, semi-annually, with Ruling Elders**
    - c. **Review, with the Pastor, any requests for assistance from Deacon’s Fund**
    - d. **Coordinate transportation to worship services/special events, as requested and doctor’s appointments, as needed (with advance notice)**
    - e. **Assist in coordinating memorial services/receptions, working with families and outside groups as needed**
    - f. **Coordinate medical supply closet with Ministry Assistant**
    - g. **Help organize blood pressure screening**
    - h. **Help coordinate staff appreciation events with Administration and Personnel Committee**
    - i.



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**Revised February/March 2018**