

The First Presbyterian Church of Sussex, NJ

Est. 1839

Manual of Operations
&
Handbook for Ministry Groups

Mission Statement

“We are a fellowship of believers with varied backgrounds, talents, and ages, bound together by a common faith in God as revealed in Jesus Christ our Lord.

With guidance of the Holy Spirit, we are dedicated to celebrating God’s love, nurturing individual growth, encouraging faithful stewardship, sharing our faith, and serving the needs of others with hope, grace, compassion and wisdom.

We devote ourselves to the truth of Christ’s message so that this truth is preserved within our church and in us as individuals.

We are “United in God’s Love, Dedicated to God’s Service”

Table of Contents

Church By-Laws -----	2-4
Nominating Committee -----	5
The Session -----	6-7
Ministry Groups -----	8-9
Afternoon Women’s Group -----	10
Worship -----	11-13
Christian Growth -----	14-15
Hospitality -----	16-18
Stewardship and Mission -----	19-21
Buildings and Grounds -----	22-23
Finance -----	24-26
Personnel -----	27-28
Board of Deacons -----	29-30

**By-laws of the
First Presbyterian Church of Sussex, New Jersey**

Approved: 12/14/2014

1. The By-laws of the First Presbyterian Church of Sussex, New Jersey, as a corporation, shall always be subject to the Constitution and Laws of the State of New Jersey, and also to the Constitution of the Presbyterian Church (USA).
2. At all meetings of the church, all communicant members of the church in good and regular standing shall be entitled to vote on all matters affecting the ecclesiastical affairs of the church, and all being of full age (18) on all matters affecting the corporate affairs.
3. Voting by proxy for ecclesiastical or corporate meetings is not allowed.
4. The quorum of a meeting of the congregation, for ecclesiastical or corporate affairs, shall be the moderator, the secretary, and 25 percent of the active members. The secretary shall determine that a quorum is present.
5. There shall be an Annual Meeting of the Congregation/Corporation on such date in January as set by Session, but not later than the second Sunday in February, as the meeting of the congregation shall be called, and which Annual Corporate Meeting shall immediately follow adjournment of the ecclesiastical meeting of the congregation, for the transaction of any business properly coming before such corporate meeting.
6. Special meetings of the corporation may be called by the Trustees and shall be called by the Trustees at the request of the Session. Presbytery may call a special meeting or authoritatively direct the Trustees to do so. All such calls shall state clearly the purpose of such meeting, and no other matter save that specified in the call may be considered.
7. Public notice of the time, place, and purpose of all meetings of the Congregation/Corporation as prepared by the trustees and the Session shall be publicly announced from the pulpit at least ten (10) days preceding the day of such meeting. Alternate public forms of notification may include Facebook notice, e-mail notice, church bulletins, church newsletters, twitter notices.
8. The Ruling Elders elected to serve on the Session, who are eligible under the civil law, shall be the Board of Trustees. Terms of service and responsibilities shall be governed by the provisions of the Constitution of the Presbyterian Church (U.S.A.) particularly the Book of Order.

9. The president of the Board of Trustees or other member of the Board designated by it shall convene meetings of the Corporation and shall preside, unless by majority vote, the Corporation shall elect another of its membership in his or her place.
10. The secretary of the Board of Trustees shall be the secretary of meetings of the Corporation. In his or her inability to serve, the Board of Trustees shall designate a substitute.
11. The congregation shall form a Nominating Committee in the following manner:
 - (1) There shall be six (6) active members on the Nominating Committee, consisting of at least:
 - a. One of the members shall be a Ruling Elder/Trustee who is currently serving on Session.
 - b. One of the members shall be a Deacon who is currently serving on the Board of Deacons.
 - c. Four of the members shall be members of the church in good and regular standing
 - (2) The Pastor shall be a member ex officio and without vote.
 - (3) Full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation.
 - (4) A majority of all active members present and voting shall be required to elect.
12. There shall be six (6) to ten (10) Elders/Trustees, which may include one (1) youth elder, divided into three or four classes to fulfill the distribution of six (6) to ten (10) members. No Elder/Trustee shall serve for more than two consecutive terms, either full or partial aggregating six years, but shall be ineligible to be elected for a new term until one year shall have elapsed. The youth elder shall serve a one year term, but no more than 3 consecutive terms. These terms shall also apply to the Clerk to/of Session and the Operations Treasurer.
13. Elders/Trustees shall be nominated, one only for each vacancy, by the Nominating Committee of the church charged with this responsibility by the constitution. No one shall be elected Elder/Trustee who is not a communicant member of good and regular standing of this church.
14. Vacancies on the Board of Trustees by reason of death or resignation shall be filled at the next annual meeting of the Corporation, unless the Elders/Trustees decide by resolution to call a special meeting for the purpose.

15. The quorum of the Session shall be the Pastor or other presiding officer and one-third of the Elders.
16. The congregation shall elect six (6) to ten (10) Deacons, which may include one (1) youth deacon, divided into three or four classes to fulfill the distribution of six (6) to ten (10) members. No Deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A Deacon having served a total of six years shall be ineligible for re-election to the Board of Deacons for a period of at least one year. The youth deacon shall serve a one (1) year term, but no more than three (3) consecutive terms. The Pastor shall be an advisory member of the Board of Deacons.
17. The quorum for the Board of Deacons shall be one third of the members, including the moderator. Each calendar year, the Board of Deacons shall elect a moderator.

The Nominating Committee

- ❖ Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. (*Book of Order G-2.0401*)
- ❖ The make-up of the Nominating Committee shall comply with the church's by-laws
- ❖ The objective of the nominating committee is to seek and nominate Spirit-inspired leaders who know and love the Lord, who know and love the church, and who understand the profound and powerful sense of the call of God in their lives to serve Christ through the church.
- ❖ The nominating committee is the most important committee in the church because a congregation seldom rises above the commitment and competence of its church officers.

When the nominating committee is discerning who to invite to serve as a Deacon or Ruling Elder the following questions should guide their decision.

- 1) Does the person under consideration have the qualifications to be placed in nomination according to the *Book of Order* (G-2.0104, G-2.0201, G-2.0301 and W-4.4003)?
- 2) Does the person have the ability to take on the responsibilities of the office?
- 3) Has the person under consideration had experiences in his or her life and faith journey that have provided preparation for leadership?
- 4) How has the Holy Spirit been present in putting this person before the nomination committee?

The Session

- ❖ The members of a congregation put themselves under the leadership of the session and higher councils (presbytery, synod, and General Assembly).
The session is responsible to guide and govern the life of the congregation. The session leads the congregation in fulfilling its responsibilities for the service of all people, for the up-building of the whole church, and for the glory of God. (*Book of Order - G-1.0103*)

- ❖ The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304). (*Book of Order – G-3.0201*)

- ❖ The session in order to fulfill its responsibilities in the most effective way shall delegate the work of the ministry of the church while at all times providing support, review and control of these ministry groups and organizations within the congregation.

- ❖ The session in order to fulfill its responsibilities has created seven standing ministry groups. The session has the authority and responsibility to organize non-standing ministry groups for a specific purpose or need. (i.e. The 175th Anniversary Committee, Emergency Plan Taskforce)

- ❖ In order to have a positive impact on the church and the community the session needs to be flexible and creative in its delegations and in its support, review and control of ministries of the First Presbyterian Church of Sussex.

Responsibilities Particular to Session

- Receiving and dismissing members
- Examining, ordaining and installing those elected by the congregation as ruling elders and deacons.
- Warning and bearing witness against error in doctrine and immorality in practice within the congregation and community. (*Book of Order G-3.0201c*)
- Serving in judicial matters in accordance with the Rules of Discipline
- Electing Clerk of/to session
- Electing Church Treasurers
- Electing two ruling elder from the congregation as commissioners to presbytery.
 - One ruling elder will serve as the commissioner and one as alternate, preferably for at least a year.
 - Commissioners will present session with a report after each Presbytery meeting.

Ministry Groups

- ❖ The purpose of Ministry Groups is to
 - Help the congregation be and become a community of faith, hope, love and witness.
 - Develop and nurture leadership in the congregation
 - Perform the duties tasked to the Session according to the Book of Order in the most efficient, practical and resourceful way possible.

- ❖ All ministry groups shall have a minimum of one active elder and two other members of the congregation. Additionally, with regard to the Worship and Sacraments ministry group, the organist and musical director will be strongly encouraged to be part of this ministry group.
 - Normally the active elder will be the chairperson/moderator of the ministry group, but this is not a requirement.
 - The ministry group may structure itself in the best way to accomplish the tasks and responsibilities delegated to them by Session.

- ❖ Each ministry group will
 - Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action.
 - Report its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
 - Ensure all ministry group meetings and events are recorded on the official church calendar

- In November or whenever asked by those preparing the budget, provide a ministry group budget for the coming year.
- ❖ The chairperson/moderator of each ministry group is responsible for
 - Organizing meetings and developing meeting agendas
 - Providing a space and time for everyone to offer their ideas and opinions at meetings
 - Presenting to session any motions from their ministry group
 - Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
 - Maintaining working contact with subcommittee leaders
 - Ensuring leadership for subcommittees if required

❖ Standing Ministry Groups

- Worship
- Christian Growth
- Hospitality
- Stewardship and Mission
- Building and Grounds
- Finance
- Personnel

Afternoon Women's Group

- ❖ The Afternoon Women's Group is an independent ministry group within the First Presbyterian Church of Sussex. As an independent ministry group, the Afternoon Women's Group is allowed to hold elections independent of the congregation and maintain a checking account independent of the Session.

- ❖ As a ministry group within the First Presbyterian Church of Sussex, all actions by the Afternoon Women's Group must be in compliance with the constitution of the Presbyterian Church (U.S.A).

- ❖ The Afternoon Women's Group shall submit an annual report to session

- ❖ The Afternoon Women's Group shall submit full and timely motions for proposals requiring session action.

Worship

This ministry group shall have a minimum of one active elder and two members of the congregation. The organist and musical director will be strongly encouraged to be part of this ministry group.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Worship Ministry Group is responsible for

- Authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate
- Providing for the regular preaching of the Word by a teaching elder or other person prepared and approved for the work
- Providing an authentic worship service, where all people are able to glorify God and experience God's presence.

- Providing for the promotion, assistance and supervision of musical opportunities in worship. All music provided for a worship service shall assist worshipers in praise of God and shall never distract from the primary goal of worship.
 - Current musical opportunities are the chancel choir, the Bells of Glory and the Joyful Sound bell choirs, children's choir, senior's choir and special music provided by various congregational members.
- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action.
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Maintaining candles in the Sanctuary
- Changing paraments and banners
- Ordering Christmas poinsettias and Easter flowers
- Contacting the director of the High Point Chamber Singers in regards to the annual Advent Service. The current director is Mrs. Riccardi at (973) 875-3101 ext. 3621
- Hanging of the Greens
- Finding a substitute for the organist when she is on vacation or unavailable
- Finding someone to preach when the minister is not available to preach
- Organizing, getting and distributing flowers on Mother's Day
- Recruiting Elders to serve communion
- Recruiting members and friends of the church to prepare communion

- Recruiting members and friends of the church to serve as Ushers
- Recruiting members and friends of the church to serve as Liturgist and Special readers.

Christian Growth

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Christian Growth Ministry Group is responsible for

- Providing programs that nurture and educate the friends and members of the congregation, which includes but is not limited to;
 - nurturing individual growth,
 - encouraging and equipping people in sharing their faith.
- Ensuring those elected by the congregation as ruling elders and deacons receive training. Normally this training will be conducted by the installed minister.

- Making members and friends of the congregation aware of educational opportunities provided by Newton Presbytery and other partnering churches.
- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action.
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Maintaining Cradle / Baptismal Roll and reaching out to those children and their families
- Organizing and staffing Sunday School (children and adult)
- Recruiting and coordinating with a Sunday School Superintendent
- Promoting and supporting youth involvement in summer camp
- Providing a Confirmation Class when appropriate
- Organizing and staffing VBS
- Organizing and staffing Youth Group(s)
- Supporting, developing and monitoring Small Groups
- Maintaining the church's library

Hospitality

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Hospitality Ministry Group is responsible for

- Providing a space -- physical, emotional, and spiritual -- where we can offer the very best of ourselves to each other.
- Providing for the need, comfort, and delight of the friends and members of the congregation with all the openness, respect, freedom, tenderness, and joy that love itself embodies.
- Providing opportunities for friends and members of the congregation to serve each other with hope, grace, compassion and wisdom and to grow in this calling.

- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action.
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Providing for and organize fellowship opportunities
- Organizing the fellowship coffee after worship on Sunday
- Reaching out to church members who have experience a death in their family and, if they wish, providing food for the reception after the funeral.
- Maintaining the church's phone chain list
- Following up with guests who visit our church
- Establishing and organizing members and friends of the church to serve as greeters at worship services
- Reaching out and connecting with members of the congregation (e.g. college care packages, military care packages)
- Maintaining worship attendance roll in order to reach out to members who have been absent from worship
- Reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership.
- Recognizing years of membership annually with membership certificates
- Maintaining the Hospitality section of the bulletin board in the Fellowship Room
- Advertising church activities and programs to the community using various local media outlets.

- Managing the newsletter
- Maintaining the church's website

Stewardship and Mission

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Stewardship and Mission Ministry Group is responsible for

- Leading and encouraging the congregation in participating in the stewardship of God's gifts. Gifts given both to the church and to individuals.
- Leading the congregation in participating in the mission of the whole church

- Planning and leading regular efforts to reach into the community and world with the message of salvation and the invitation to enter into committed discipleship
- Initiating and responding to ecumenical efforts that bear witness to the love and grace of God
- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Educating and informing the congregation about the yearly denominational Per Capita.
 - This may be done through letters, the church newsletter, reminders in the weekly bulletin, and verbal reminders during worship.
- Educating and informing the congregation about the PC(USA)'s four special offerings and encouraging participation in these offerings.
 - The four offerings are One Great Hour of Sharing (Easter), Pentecost (Pentecost/late spring), Peacemaking (World Communion Sunday/First Sunday in October), and Christmas Joy (Christmas).
 - In the past, education and promotion of these offerings have included an insert provided by the denomination for the bulletin and presentations by someone from the congregation speaking on behalf of the recipients of the offering.
 - This ministry group is responsible for ordering promotional resources and for asking people to speak about these offerings.

- If our congregation is to retain a portion of the offering, this ministry group is responsible for designating the appropriate organization / recipient and ensuring that the disbursement is made.
- Encouraging the graces of generosity and faithful stewardship of personal and financial resources.
- Providing education and resources for Estate Planning
- Conducting the Annual Pledge Campaign.
 - Normally this begins in October and ends in November.
 - The focus of the pledge campaign besides collecting pledge cards from the members of the congregation is to encourage friends and members to grow in generosity – generosity in giving of their time, talents and money.
 - In the past letters have been sent out to members and friends of the church. Also, members have been asked to speak and share their stories of pledging and supporting the church.
- Overseeing Mission Trips
- Maintaining the Stewardship bulletin board in the Fellowship Room
- Appointing a member of the church to be the liaison to the Sussex Ecumenical Lay Council and to the Sussex Help Center (these groups meet together)
- Developing and supporting other programs for the benefit of the community

Buildings and Grounds

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Property Ministry Group is responsible for

- Providing a place where the congregation may regularly gather for worship, education and spiritual nurture.
- Managing the physical property of the congregation for the furtherance of its mission
- Ensuring that the church and manse are safe and secure

- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Scheduling a church-wide work day not less often than annually
- Removing snow and ice from the church's sidewalks within a 24 hour period after the storm stops.
- Maintaining the lawn and landscape on all church property
- Ensuring the church's snow blower, lawn mower, and any other equipment are serviced regularly and are safe to use
- Ensuring maintenance of all church property, structures and equipment, such as heating, electric, water and sewer
- Ensuring building security: fire extinguishers, heat, windows closed, lights working, filing systems optimized, passwords both available and secure, computer backups done, doors close and lock properly, etc.
- Maintaining a property book / inventory
 - Knows where things are stored and that storage is in accord with code. Keeps track of items borrowed and ensures their return in working order
 - Gets rid of property determined to be unneeded or unrepairable
- Maintaining a file of church contracts and services (e.g., copier, fire extinguisher, boiler inspection, snow removal, lawn care, organ tuning, garbage removal)
- Recommending and coordinating capital improvement projects

Finance

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Finance Ministry Group is responsible for

- Ensuring the fiduciary responsibilities of the church are met
- Attending to actions pertaining to the function of the Trustees in partnership with the Personnel Ministry Group
- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action

- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Ensuring supplies and equipment are available for staff
- Coordinating yearend gifts from the congregation to the staff
- Maintaining policy file and an inventory of important papers (e.g., incorporation papers, deeds, Safe Deposit Box).
- Reviewing insurance coverage against current and changing requirements
- Preparing the Workman's Comp filing with Selective Insurance
- Maintaining a contact file for professional services (boiler, electric, plumbing, roof, sewage and water, garbage removal, etc.)
- Interfacing with the church treasurers
- Preparing Session reports from information supplied by treasurers
 - Develops new reports and report modifications as required
 - Prepares the regular Financial report for the newsletter
 - Maintains and reviews the chart of accounts
 - Reports budget overages to Session
- Ensuring that the Annual Audit is done and that the results are reviewed and reported
- Overseeing the church's monetary balances, including reviewing and recommending Investments
- Ensuring that the non-profit status of the church is maintained through filing any necessary paperwork, in particular with Wantage Township
- Ensuring the payment of state and federal taxes and the filing of tax reconciliations and reports, including W-2s and the W-3
- Providing financial expertise to other working groups, particularly

- *Property* (capital project funding)
- *Stewardship* (fund raising, New Thing grants, and potential endowments)
- *Deacons* (disbursement of Deacon’s Offerings, including reports to the Deacons showing that the disbursements have been made).
- *Mission* (the four special collections)
- Advises regarding balance of the Just Plain Change ministry
- Ensuring that the required annual disbursement is made from the interest on the Cox Endowment
- Ensuring backup to the Treasurer positions; ensuring function continuity via documentation, computer file backup / offsite storage, and training

Personnel

This ministry group shall have a minimum of one active elder and two members of the congregation.

Normally the active elder will be the chairperson/moderator of this ministry group, but this is not a requirement.

This ministry group may structure itself in the best way to accomplish the tasks and responsible tasked to them by session.

The chairperson/moderator is responsible for

- Organizing meetings and developing meeting agendas
- Providing a space and time for everyone to offer their ideas and opinions at meetings
- Presenting to session any motions from their ministry group
- Attending and, if necessary, organizing subcommittee meetings and events, and participating as appropriate.
- Maintaining working contact with subcommittee leaders
- Ensuring leadership for subcommittees if required

The Personnel Ministry Group is responsible for

- Ensuring the performance of the personnel functions of the church
- Attending to actions pertaining to the function of the Trustees in partnership with the Finance Ministry Group
- Make full and timely reports to session on the group's activities, including full and timely motions for proposals requiring session action

- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, providing a ministry group budget for the coming year.

Particular Jobs and Responsibilities

- Providing and maintaining reviews and job descriptions for all church employees
- Developing regular contact with staff and rectifying any difficulties
- Budgeting for staff pay and recommending pay raises for staff
- Developing Terms of Call
- Serving as President / Chairperson of the Board of Trustees

Board of Deacons:

- ❖ The ministry of deacon as set forth in Scripture is one of compassion, witness and service, sharing 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. (*Book of Order G-2.0201*)
- ❖ The ministry of the Board of Deacons is under the supervision and authority of the session. Deacons shall assume duties as may be delegated to them by the session. (*Book of Order G-2.0202*)
- ❖ As stipulated in the Book of Order, annually there shall be a joint meeting of the Board of Deacons and Session in order to confer on matters of common interest.
- ❖ One of the deacons is invited to attend stated session meetings so that information flows better between the two groups.

The Board of Deacons is responsible for

- The church's ministries of caring, love, compassion and prayer.
- Ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ
- Pastoral care within the congregation
- The Ministry of Prayer for the world, the community, our neighbor, our family and friends, and the members and friends of the congregation.

Particular Jobs and Responsibilities

- Sending cards to those whom the congregation has lifted up in prayer
- Taking and celebrating home communion to members and friends of the church who are unable to attend worship. This shall be done in partnership with the pastor or an Elder.
- Visiting members and friends of the congregation in the hospital or at home for a pastoral visit
- Determining the recipient of the monthly Deacons' fund, promoting this fund and making sure the recipient receives our contributions in a timely manner.
- Maintaining Church Care Lists (e.g., people willing to drive people to church and doctor appointments, people willing to cook food and do shopping for those who are ill.)
- Overseeing the Prayer Shawl Ministry
- Maintaining Parish nursing and the health ministry
- Supporting the Lead Ministry
- Electing a liaison to Bristol Glen and any other assisted living facility or hospital as applies.
- Running the Family Promise for the congregation
- Coordinating the Small Change Ministry
- Finding opportunities to serve in the community; e.g., Project School Supplies / Adopt a School Child
- Appointing a member of the church to be the liaison to the Skylands Mission Depot in Franklin, NJ
- Make full and timely reports to session on the group's activities, including full and timely motions requiring session action
- Reporting its activities in the church's newsletter and in the Sunday bulletins and also, as appropriate, on the church's webpage and Facebook page
- Ensuring all ministry group meetings and events are recorded on the official church calendar
- In November or whenever asked by those preparing the budget, provide a ministry group budget for the coming year