

SESSION STANDARDS OF PROCEDURE

Revised for November 16, 2016

The Session

Subject to the provisions in the *Book of Order*, the Session of the Davidson College Presbyterian Church, Davidson, North Carolina ("DCPC"), shall organize itself and conduct its affairs according to the following Standard of Procedure. The Session has the responsibility to make sure that this document is kept up-to-date. This Standard of Procedure may be modified by majority vote of those present at two consecutive meetings of the Session.

I. The Session

The Session shall consist of the duly elected and installed Ruling Elders and the Teaching Elders currently on active service in the congregation. The Pastor is the Moderator of the Session. One of the Associate Pastors will substitute as Moderator in the absence of the Pastor. The Session shall include three classes of nine Ruling Elders each. The congregation may elect an additional Ruling Elder from the confirmed youth to serve a one-year term. Each class serves a three-year term, which begins and ends with the service of ordination and installation in a given year.

II. Officers

A. Officers of the Session shall be a Moderator and a Clerk.

B. Duties of Officers

1. The Moderator

The Moderator shall convene and preside at all meetings of the Session; shall call meetings when it is deemed necessary or when requested to do so under the conditions set forth in the Book of Order; shall consult with the permanent Committee Chairpersons concerning the composition of permanent committees; shall report to the Session any problems, whether spiritual, administrative, or personal, which relate to the welfare of the church; and shall serve as advisory member (in coordination with the Associate Pastors) of all permanent, temporary, or special committees of the Session and Board of Deacons, except the Pastoral Relations Committees for the Associate Pastors and the Educator Relations Committee.

2. The Clerk

The Clerk shall keep minutes of all meetings and see to it that such minutes are approved and are properly endorsed; shall make and keep records of all reports to Presbytery, Synod, and General Assembly; shall supervise the keeping of three rolls of the members of the Church (BO, G-3.3.0204(a)): (1) active, (2) baptized and (3) affiliate; shall take care of the necessary correspondence of the Session, including dismissal of members; shall keep all necessary records, including committee reports; shall keep available at all meetings orders of procedures; shall provide that all members of the Session are notified of date, time, and place of meetings; shall remind and notify all committees, councils, persons, etc., of the actions taken by the Session pertaining to that group or person; shall keep an accurate and indexed reference of all motions and resolutions passed by the Session until such time as these motions and resolutions are no longer applicable; shall act as the Moderator's assistant at all meetings of the Session; shall make certain that an accurate record of all baptisms, marriages, deaths and other significant events is kept.

C. Election of Clerk

1. Nomination

At the November stated meeting of the Session, the Elections Committee shall be charged with nominating a Clerk for the next year. At the December stated meeting of the Session, the Elections Committee shall present the names of one Elder for Clerk of the Session. They shall have previously secured the permission of this Elder to be nominated.

2. Election

The Clerk of the Session shall ordinarily be elected at the stated meeting in December. At the time of election the Elections Committee shall report and further nominations may be made from the floor. The newly elected Clerk of the Session shall assume duties following the next service of ordination and installation.

3. Term of Office

The Clerk is elected for a term of one year. The Clerk may be re-elected by the Session for succeeding terms.

III. Meetings of the Session

A. Stated and Special Meetings

Stated Meetings

Monthly Stated Meetings shall be held on the third Wednesday night of each month, at 7:30 p.m., at the church, unless, by majority vote at a regularly stated meeting, the date, time or place is changed.

Special Meetings

The Moderator may call Special Meetings at any time desired, provided sufficient notice of the time and place is given, or when requested to do so under the provisions set forth in the Book of Order. No business that has not been clearly stated in the call shall be considered at a special meeting.

Joint meeting with Board of Deacons

The Session will meet jointly with the Board of Deacons at least annually. The Moderator of the Session will preside at the meeting, the purpose of which is to confer on matters of mutual interest.

4. All meetings of the Session shall open and close with prayer.

B. Procedures

Attendance - It is the duty of each member of the Session to attend all Session meetings. Any member who is unable to attend should inform the Session through the Clerk.

Quorum - The quorum for meetings of the Session shall consist of ten members, except for meetings to receive new members at which the quorum shall be six. Under special circumstances, the Moderator and two Elders may receive new members.

Open Meetings - All meetings of the Session are open, but the Session has the right to go into Executive Session when it is deemed necessary, by the vote of the majority of those present.

Voting - Each member of the Session has one vote, including the Pastor and Associate Pastors.

IV. Permanent Committees

A. The following Permanent Committees shall operate to carry out the work of the Church:

Administration and Personnel

Faith Formation

Community Missions

Finance

Global Missions

Membership

Property

Stewardship
Worship
Youth Ministry

The Standards of Procedure for each of the Committees are found in Appendix I of this document. These descriptions will change as a committee continually evaluates its current program and looks for new opportunities for outreach. Thus, committee chairpersons should keep these descriptions up to date on a regular basis. The Moderator or an Associate Pastor is an advisory member of each committee.

B. Chairpersons

Appointment - The Chairpersons of the Permanent Committees shall be appointed by the Moderator and the Clerk, subject to Session approval, in December of each year.

Terms of Service - The Committee Chairpersons will serve a term of one year. Chairpersons may succeed themselves for two terms.

C. Constituting the Permanent Committees

The Committee Chairpersons shall appoint new members to serve on Committees. In organizing the Committees, an effort should be made to include as many church members as possible consistent with the mission of the committee. Terms of service begin in January and a member is asked to serve for two years. Committee members may succeed themselves for one term and in most circumstances will wait at least a year for reappointment. Ordinarily, only members of the church are eligible for Committee service. In appointing Permanent Committees, due regard shall be given to the principles of unity in diversity consistent with the provisions of the Book of Order (F-1.0403, G3.0103).

IV. Temporary and Special Committees

Elections Committee

Two Elders shall be elected annually by the Session at its December meeting to be members of the Elections Committee for the succeeding year. The Board of Deacons will elect a third member of the committee. This Committee will conduct the election of Church Officers according to the procedure in Appendix II of this document. The Moderator is an ex-officio member of the committee.

Nominating Committee

A Nominating Committee shall be nominated to the congregation by the Elections Committee, in consultation with the Pastor. This Committee shall prepare a slate of candidates for church office according to the procedures in Appendix II of this document. The Moderator is an ex-officio member of the committee.

Pastoral Relations Committees

The Pastor and Associate Pastors shall each have a Pastoral Relations Committee (PRC). The PRC is designed to provide support and nurture for the Pastor and Associate Pastors. The PRC shall be separate and apart from the Administration & Personnel Committee (A&P), and no member of A&P shall serve on the pastor's or any associate pastor's PRC. To assure the proper support and nurture for the pastor and associate pastors the PRC's shall:

Meet at least annually with the pastor or more often if requested by the pastor or any member of the PRC to evaluate the relations between the pastor and the people.

Endeavor to serve as an instrument of reconciliation if conflict or criticism occurs.

The committees shall each be composed of three persons selected by the pastor or associate pastor, at least one of whom shall be a current member of the Session. The composition of the committee shall be

reviewed annually by the pastor or associate pastor. The Committees shall be diverse with respect to gender. The congregation shall be made aware of each PRC and its members. Congregational contact with the members of each committee shall be invited and encouraged. Minutes of the meetings of each PRC shall not be kept. The Session will be informed only that meetings have occurred.

D. Educator Relations Committee

The Director of Christian Education (DCE) shall have an Educator Relations Committee (ERC). The ERC is designed to provide support and nurture for the DCE. The ERC shall be separate and apart from the Administration & Personnel Committee (A&P), and no member of A&P shall serve on the ERC. To assure the proper support and nurture for the DCE, the ERC shall:

Meet at least annually with the DCE or more often if requested by the DCE or any member of the ERC to evaluate the relations between the DCE and the people.

Endeavor to serve as an instrument of reconciliation if conflict or criticism occurs.

The committee shall be composed of three persons selected by the DCE, at least one of whom shall be a current member of the Session. The composition of the committee shall be reviewed annually by the DCE.

The Committee shall be diverse with respect to

gender. The Congregation shall be made aware of the ERC and its members.

Congregational contact with members of the Committee shall be invited and encouraged. Minutes of the ERC shall NOT be kept. The Session is informed only that meetings have occurred.

Endowment Fund Committee

The Endowment Fund Committee shall be elected by the Session to manage the Endowment Fund of Davidson College Presbyterian Church. The standard of procedure for this Special committee can be found in Appendix III of this document.

Planning Committee

The Planning Committee shall be elected by the Session to assess, coordinate and respond to the long-range planning needs of the church. The standard of procedure for this special committee can be found in Appendix IV of this document.

Other Committees

The Moderator may appoint, or the Session may create, any necessary Temporary or Special Committees to perform tasks not assigned to one of the Permanent Committees. Temporary Committees may be assigned duties falling under the responsibilities of Permanent Committees, but this may be done only upon the recommendation of the Permanent Committee involved, unless the Temporary Committee is created by a three-fourths majority of the Session.

Constituting Temporary and Special Committees. In appointing Temporary and Special Committees, due regard shall be given to the principles of unity in diversity consistent with the provisions of the Book of Order (F-1.0403, G-3.0103).

APPENDIX I

1. Administration & Personnel Committee

Organization and Operation:

Committee Membership/Organization. The A&P committee shall be comprised ordinarily of voting members of the congregation. At least 2 members of the committee, including the chairperson, shall be active elders. The Head of Staff (typically the Pastor) shall serve as a non-voting advisory member of the committee.

Committee Operations. The A&P committee shall not delegate its responsibilities hereunder to subcommittees. To the extent that the A&P committee, through its chairperson, determines that issues can be investigated and examined by means of smaller groups, the chairperson shall appoint such ad hoc

committees to conduct designated, limited activities. However, all such ad hoc activities shall be subject to, and undertaken in accordance with, the oversight and management of the full A&P committee.

A&P Duties and Responsibilities:

1. Ultimate responsibility for church administration shall reside with the Session of the church in accordance with the Book of Order. In particular, the Session shall be responsible for the direction of the strategic work and ministry of the Church. The Session shall also remain the governing body responsible for personnel administration. Subject to the foregoing, the A&P shall be responsible for the following areas of administration and personnel functions of the church:
Church Administration/Management. The A&P Committee shall be responsible for the planning and provision of administrative support to the Pastor as well as the remainder of the church staff in addition to the ongoing activities of the church in order to assure smooth coordination of all administrative functions, activities and property management. To that end, the committee shall have indirect supervisory responsibility for the non-pastoral staff and shall participate with the Pastoral Head of Staff in setting goals for those positions and in evaluating the performances of the individuals holding those positions. The specific duties of the non-pastoral staff shall be set forth in the respective job descriptions for those positions, and the committee shall be responsible for the periodic review of those job descriptions to assure accuracy and completeness.
2. Personnel Administration--Non-ordained Staff. The A&P Committee shall be responsible for the formulation and periodic review of personnel policies and administrative procedures of DCPC and shall assure that the personnel practices of the church are in compliance with those policies and procedures. The committee shall consult with appropriate committees of the Session in formulating job descriptions for all staff positions within the church. The committee shall prepare a salary and benefits administration program for the church staff to include a periodic review of the adequacy and competitiveness of all salaries and benefits, a goal-setting and performance appraisal procedure for each staff member, and a process for the formulation of recommendations to the Session for periodic salary adjustments. An overall program evaluation (as described above), shall ordinarily be made annually as part of the calendar year budget plan of the church. Performance appraisals and salary and benefits adjustment recommendations for specific staff members shall be undertaken in consultation with the Pastor and the appropriate committees of the Session. The A&P Committee is the committee responsible for the positions of church office staff and Church Administrator. Recommendations for salary and benefits adjustments shall be forwarded to the Session through the Stewardship and Finance Committee. The A&P shall also consult with the Pastor, individual staff members, committees of the Session and the Session itself in any and all personnel matters that may arise from time-to-time.
3. Personnel Administration—Ordained Clergy. The A&P Committee shall perform all of the functions contemplated in paragraph

See above for the pastoral staff; however, final approval to the Terms of Call rests exclusively with the Session, which shall call a Congregational Meeting for approval of the Terms of Call by the voting members of the congregation. The chairperson of the A&P, or his/her designee, shall present the Session's recommended Terms of Call to the Congregation in accordance with the Book of Order.

Administration Budget. The AP&P Committee shall submit annually its proposed administration budget to the Finance Committee for approval by the Session. The A&P Committee will continually monitor its adherence to the budget.

2. Faith Formation Committee

Faith Formation is that part of the church which helps to intersect our lives with the salvation story of the Bible. We explore and experience the power of grace and the power of God by understanding that we too, are part of God's story. Through Faith Formation, we are able to put our daily lives in context with the life and calling of discipleship.

The Faith Formation (FF) Committee of the Davidson College Presbyterian Church (DCPC) is responsible for the design, implementation, and daily operations of all programs listed under Specific Duties below. In addition, the FF Committee is responsible for evaluating the performance of current education programs and setting new goals to meet the needs of the congregation of DCPC.

Membership

The membership of the committee consists of the following: Chairperson (an active Elder from the Session), the Associate Pastor for Faith Formation, and the Staff Associate for Children's Ministry as well as other Session members who have an interest in the responsibility of the Adult Faith Formation, Children's Faith Formation and our Weekday Preschool Faith Formation and additional members chosen to represent the membership of the congregation.

Duties:

The committee is responsible for the church's Faith Formation program including:

Sunday morning education

Congregational Retreats

Preparation for Worship

Vacation Bible Schools

Disciple Bible Study

Weekday Preschool

Child-care for Sunday School, the Worship hour and other special services

Additional education opportunities for children and adults

Church Library

Seasonal devotional guides (i.e. Advent, Lent)

Selected specific activities of the committee include:

Recommending all curriculum

Recruiting teachers and leaders, including the administration and training of our Child Protection policy

Planning special events (usually via subcommittees with membership outside the committee itself)

Evaluation of the educational programs and goal setting

Developing the annual FF budget

Providing for the training of leaders

Providing for leadership dedication and recognition

Communication with the Property Committee concerning the maintenance and adequacy of the educational building, playground and the Congregation House.

3. Community Missions Committee

Believing that all persons are of equal value to God, and that the Holy Spirit commands us to give voice to those who have been voiceless, the Community Missions Committee seeks appropriate ways for our congregation to witness to God's love through service to people who may need assistance, with emphasis on the local and extended community.

Membership:

Committee membership is not limited; however, it must include two members of the Session, one of whom shall be appointed chairperson. The membership should be representative of the congregation. The Associate Pastor for Discipleship & Mission serves as an ex-officio member of this committee.

Duties:

The Committee serves as a clearinghouse for local mission projects of the Church and a means of disseminating that information to the congregation. They encourage participation by Church members through subcommittee work on special projects and direct involvement with community agencies.

The Committee has established four broad areas of focus for the Church's local benevolences;

1. Hunger
2. Housing
3. Health
4. Children.

We define our "community" as an area to include those neighborhoods where our church members reside and work (loosely defined as the Lake Norman Community to include but not limited to Davidson, Cornelius, Huntersville, & Mooresville).

The Committee is responsible for determining levels of funding for local benevolences. This includes:

- a. Recommending to the Session each year which local benevolences should be in the Church budget.
- b. Exercising oversight into funded projects, to ensure that the funds are being used as true benevolences.

The Committee may also provide direction on how the Church can respond to regional disasters by either working through the Presbyterian Disaster Assistance Program or other agencies working in the impacted communities.

4. Finance Committee

Membership:

The Finance Committee shall consist of no more than ten people, at least three of whom, including the chairperson, shall be elders. The Church Treasurer, Church Administrator and Pastor shall serve as ex officio members.

Organization:

The committee shall operate as one unit for most matters, with ad hoc committees organized as needed. The Finance committee will hire an outside firm to perform the annual audit of the financial records of the church and shall confirm the standards for such audit within the prerequisites set out in the Book of Order.

Duties:

Ultimate responsibility for the financial aspects of the life of the church rests with the Session. The Finance Committee is responsible for monitoring the financial condition and the financial and personnel policies (as such personnel policies that impact salary, benefits issues and overall impact on church finances) of the church and for making recommendations about these matters to the Session for action. In particular, the Finance Committee is charged with drafting the annual church expense budget. It also, in

conjunction with the Administration and Personnel Committee and the Moderator, is responsible for an annual review of performance and goal-setting for the positions of Church Administrator and Bookkeeper. Specific guidelines for discharge of the responsibilities of the Finance Committee are described below.

During the 4th quarter of each calendar year, the Finance Committee chairperson shall solicit budget requests from the committees of the Session and departments of the church and, with the assistance of the Church Administrator, assemble an expense budget. The draft budget must be reviewed and approved, possibly with modification, by the Finance Committee. The recommended budget will then be presented to the Session for approval.

The Finance Committee shall receive and examine monthly financial statements from the Church Administrator and the Church Treasurer. These statements shall describe income and expenditures as well as assets and liabilities.

Requests for expenditures of unbudgeted and budgeted contingency funds shall be made to the Finance Committee. Requests for such expenditures in excess of \$5000 shall be approved by the Session on recommendation of the Finance Committee. Any requests for lesser amounts must be approved by either the full Finance Committee, or, when the amount involved is not regarded as significant by the chairperson of the Finance Committee, in consultation with the Pastor and the Church Treasurer. When such expenditure is authorized by the chairperson without the approval of the full committee, the chairperson shall notify the full committee of the action which was taken.

The Finance Committee shall set the policies for keeping financial books and records of the church and oversee that such policies are being implemented by the Treasurer and the Church Administrator. This shall include approval of any significant changes in accounting practices or financial reporting.

The Finance Committee shall monitor and review the fees assessed in connection with activities undertaken by or in the Church. Examples of such activities are weddings and use of the Congregation House. Note that it is NOT, in general, the responsibility or the prerogative of the Finance Committee to set such fees. These fees will be reviewed annually.

The Finance Committee shall monitor the investment policies employed in the management of the church's financial resources. The Church Treasurer shall give an annual report on the performance of the monies which have been invested by the church.

The Finance Committee, with the Treasurer, shall oversee all cash management activities of the church, including banking relationships, short term cash investing, electronic banking and other related matters. A member of the finance committee shall meet with the outside auditing firm in connection with the annual audit and review the auditor's findings and recommendations. Actions to be taken based on the audit recommendations will be reviewed by the full Finance Committee, who will approve the actions to be taken. The chairperson of the Finance Committee will report on the audit to the Session, requesting acceptance of the audit and approval of any matters requiring Session approval.

The Finance Committee will make a report to the congregation each year in the church's Annual Report. The Finance Committee shall regularly review financial matters related to any capital campaign, assisting and supporting the capital campaign committee.

The members of the Finance Committee are responsible for securing the collection after each church service or event according to procedures outlined in the Internal Financial Controls & Procedures Manual, including counting the cash portion of the collection.

The chairman of the Finance Committee will sit on the Endowment Fund committee.

5. Global Missions Committee

Membership:

The Global Missions committee should be small enough so that each member feels a sense of personal responsibility for the work of the committee, yet large enough to accomplish the work undertaken without over-burdening any individual members of the committee. Included on the committee should be a representative from Presbyterian Women (the ecumenical missions chairperson or the equivalent), at least one elder, chairpersons of the partnership subcommittees, a communications person, a high school youth, and members of the congregation at large. Members to the committee may be added to the committee as needed. The Associate Pastor for Missions and Outreach serves as an ex-officio member of this committee.

Mission Statement:

Our mission is to share the gospel in word and deed, and to generate energy, excitement, imagination, compassion and action in promoting participation in the redeeming love of God in Jesus Christ throughout the world. The goal of the DCPC Global Missions Committee is to promote within the congregation greater understanding of our sisters and brothers in other nations, to listen and learn from them, to stand in solidarity with them, pray for them, and to live out our faith in action.

Duties:

The committee shall, on a continuing basis, keep the congregation informed and involved regarding various aspects of the witness of the PCUSA throughout the world, highlighting opportunities for participation in the mission effort. This may be done through Steepletalk, worship services, Session meetings, Circles, Sunday School classes, fellowship suppers, the DCPC website, special educational events, and the Missions bulletin board.

The committee shall foster relationships with our partners at the Sigona Presbyterian Church in Kikuyu, Kenya, and the communities in the Kilambe region of Nicaragua.

The Committee shall plan and oversee Global Missions education and awareness. This may include Wednesday fellowship dinner programs, Sunday morning worship, Adult and youth study groups, and Sunday or midweek education and information opportunities.

The committee shall be responsible for publicizing and collecting the special mission offerings: One Great Hour of Sharing, Pentecost, Peacemaking and Christmas Joy.

The committee shall plan, organize and promote mission teams.

The committee shall be open to and evaluate new opportunities to partner in global mission projects, trips, education and funding.

The committee shall develop and approve funding to mission organizations through the annual budget and special offerings.

The members of the committee shall be encouraged to attend any Presbytery or church-wide events related to missions.

The committee shall host and promote far trade and alternative gift sales for the purpose of raising funds and creating awareness.

6. Membership Ministry

The mission of the Membership Ministry is to welcome visitors, educate potential new members, and help new members become involved in the life of the church in order to stay connected throughout their membership at DCPC.

Structure and Membership:

This ministry should have an oversight group and three subgroups. The oversight committee consists of a chairperson (who shall be an active elder) and the three chairpersons of the subcommittees. These subgroups are:

Membership Outreach
Membership Classes
Membership Involvement

Each subgroup consists of a chairperson (not necessarily an active officer) and 6-8 additional members. The Director of Congregational Life (DOCL) and the Associate Pastor for Discipleship and Missions serve as staff liaisons of this ministry.

Duties:

1. Membership Outreach

Welcome visitors and members to Sunday morning worship services through the use of well-trained Greeters and a well-staffed and organized Welcome Table.

Maintain quarterly Greeter Schedule for Sunday morning worship services and hold periodic Greeter training sessions.

Work with the Director of Congregational Life to ensure follow up with all first time visitors.

Work with the DOCL to help track visitors and monitor his/her interest in DCPC.

Work with the DOCL to prepare prospective members for the New Member Welcome Classes.

Keep Fellowship Pads clean and well-stocked.

Oversee efforts to make DCPC visitor friendly, especially the Narthexes of both the Chapel and the Sanctuary.

2. Membership Classes

Conduct a series of classes for prospective members at least three times per year. Coordinate the introduction of new members to the congregation during the 11:00 a.m. worship service on the day of the final class.

Take pictures and write biographies of new members so they will be featured in Steepletalk and on the church bulletin board.

Provide information about the many classes, groups, and ministries of DCPC to the new members through a Ministry Fair held during each set of New Member Welcome Classes.

Coordinate and host a New Member Welcome Luncheon in the Congregation House in honor of the new members on the Sunday each new member class joins the church.

3. Membership Involvement

a. Provide and Maintain Host Program

1. Identify and recruit point people from various congregational demographics such as singles, young families, mid-life families, retirees, etc., to be hosts.

2. Train hosts to serve for a period of six months to help assimilate the new members into the life of the church.

3. Encourage hosts to talk personally with their new member(s) in the first month of membership to help them assimilate into the life of the church. Hosts work toward finding a place for each new member in some small group within the

congregation—a ministry, Sunday School class, study group, a fellowship group, and/or service group.

b. Collect and Share Information

1. Help enter information from Fellowship Pads and Sharing Your Gifts in Ministry forms/Time-Talent pledge cards into our ACS database.
 2. Follow up with Session ministry chairs to make sure they make follow up contact with members expressing interest in their area of ministry/service.
3. Coordinate with the DOCL and the Membership Calling Team, which Consists of Stephen Ministers and/or skilled volunteers, the provision of accurate membership records.

c. Contribute monthly “Member Spotlight” articles to Steepletalk, highlighting a member who is involved (often behind the scenes) in some important aspect of the congregation’s work.

7. Property Committee

Membership:

The membership of the committee shall consist of at least two members of the session, including the chairperson, and representatives of the congregation as needed. The Church Administrator and the Pastor serve as ex-officio members of this committee.

Duties:

Oversees the maintenance and general condition of the church building, its contents and the Congregation House.

Depending upon the magnitude of and projected expenditure required by an identified need in the maintenance of or addition to church property, the Property Committee may itself address the need or may recommend to the Session that a specific need be addressed.

Develops and recommends to the Finance Committee a proposed budget which includes recommended funding for the on-going maintenance and operation of the church building and the Congregation House as well as capital or other funding for needed repairs and improvements to the buildings and for the purchase of new property.

Assists the Church Administrator and Custodian in the following tasks:

Identifying needed repairs and capital or other improvements to the church buildings and church property such as vehicles and insures they are carried out.

Identifying furnishings and equipment which require repairs or replacement and insures needed repairs or replacements are carried out.

Identifying additional furnishings and equipment which need to be purchased.

Defining and establishing the duties and responsibilities of the maintenance personnel; may participate in the hiring of the maintenance personnel.

Overseeing and monitoring the work of the maintenance personnel.

f. Conducting an annual review of performance and goal-setting for the Custodian, in conjunction with the Administration and Personnel Committee.

g. Review the scope and provides authorization for any physical changes or improvements to the church property.

8. Stewardship Committee

Membership:

The Stewardship Committee shall consist of no more than ten people, at least two of whom, including the chairperson, shall be active elders. The Pastor shall serve as an ex officio member of this committee.

Organization

The committee shall operate as one unit, with ad hoc committees established as needed.

Duties:

1. The Stewardship Committee shall plan and execute the stewardship campaign. In making the plans the subcommittee will consult with the Pastor. It shall be the responsibility of the chairperson of the Stewardship Committee to communicate the plans, as approved, to the Session for comment and endorsement.
2. The Stewardship Committee shall monitor on a yearly basis the patterns of giving to the church. Attention should be made to matters such as levels of giving by members and the extent to which pledges are underpaid and overpaid. It should be noted that confidentiality of individual member's giving patterns will be protected at all times, with access given only to the Bookkeeper, Church Administrator, and Church Treasurer. Access may also be granted to not more than two members of the Stewardship Committee on an as needed basis.
3. The Stewardship Committee is responsible for developing and implementing a year-round program of stewardship for the church. This program should include activities which encourage responsible and generous benevolent giving and sensible use of the resources of the church and its members. It shall also include activities to educate members of the congregation on the financial matters of the church. The program will include actions and activities to encourage the stewardship of members' time and talents in addition to their financial resources. The Stewardship Committee will work with the Membership Committee on a campaign to encourage and enhance volunteerism, involvement and activity participation among all church members.
4. The Stewardship Committee will coordinate congregational education programs with other committees, including:
Understanding church finances, in coordination with the Finance Committee;
Understanding participation opportunities, in coordination with the Membership Committee;
Understanding volunteer opportunities, in coordination with Community Missions and other committees.
5. The Stewardship Committee will make a report to the congregation each year in the church's annual report.

9. Worship Committee

The committee membership shall include at least two elders. One elder serves as the chairperson and one serves as the vice-chairperson. There shall be at least one choir member, representing the choir and music program. Other committee members will have responsibility for the sub-committees, as outlined below. The Pastor and the Director of Music serve as ex-officio members of this committee.

The Worship Committee will meet monthly and oversee the arrangements for all worship services of the church. The committee will make recommendations to the Session concerning the liturgy, order of worship, sanctuary appointments, and aids to worship, ensuring that all aspects of worship are in conformance with the Book of Order, the confessions of the PCUSA, and the scriptures. The committee will strive to ensure that the congregation is inspired to develop a sense of reverence in worship.

The committee will be responsible for all special services throughout the year, including Christmas services such as the White Gift Service and Christmas Eve services, special Easter services, and additional communion services. Arrangements to support these services, including decorations or ushers, will be the

responsibility of the Worship Committee. The committee will also be responsible for the use, storage and maintenance of any materials or equipment used in worship. The chairperson will maintain communication with the Church Administrator and the Property Committee to ensure that the church and equipment used in worship are in good working order.

The Worship Committee will work with the Administration and Personnel Committee and the Pastor to perform an annual review of performance and goal setting for the position of Director of Music and Assistant Director of Music. The Worship Committee will maintain a set of written policies and procedures to be followed for the use of the building for weddings and funerals. The committee will recommend to the Session such changes to these policies as may be necessary. These written policies will be made available to those using the church.

The sub-committees will be responsible for the following duties:

1. Sacraments of Baptism and the Lord's Supper

Committee members will arrange for the celebration of baptisms and communion. The committee will ensure that the sanctuary and/or chapel has been prepared properly for each service of baptism or communion and that a certificate of baptism has been prepared. Officers will be properly trained and scheduled for these services. The individual coordinating the servers (all services 8:30, 9:45, and 11:00) will send reminders to elders and deacons scheduled to serve each month. In addition the 9:45 service will need a coordinator to schedule worship helpers for this service. Current officers will indicate at which service they prefer to serve.

2. Sound System

The Sound System in the sanctuary should be operated by a trained committee person who will run the system and schedule qualified people to operate the system during services and schedules and make sure regular maintenance checks ensure the system is functioning properly. A committee member will also maintain contact with WDAV. The assistant Director of Music shall be in charge of the sound system in the chapel and coordinate all setup and take down weekly of the equipment. All items shall be removed to locked cabinets after worship services to ensure its' safekeeping. If the Assistant director is out for a service he/she will coordinate with the worship team to make sure hook up is provided.

3. Ushers and 9:45 Worship Team Helpers

A member of the worship committee will be responsible for recruiting and scheduling ushers for worship services. Head ushers will be responsible for supervising the duties of the ushers each Sunday. Different Coordinators may be used for different services but all services (8:30, 9:45, and 11:00) shall use ushers. Please see the attached list of responsibilities for 9:45 worship helpers and hospitality helpers.

4. Flowers

A committee member will oversee the placement of flowers in the sanctuary throughout the year. He/she will recruit volunteers from the congregation to assist with flowers.

5. Music

The music sub-committee shall be composed of the Director of Music and the Assistant Director of music, and members of the choir and/or music team. This sub-committee will have an open path of communication with the Worship Committee regarding the music program. The worship committee will assist and support the Director and the Music Committee in providing an appropriate music program for all worship services.

6. Weddings

The worship committee shall work with the church office to schedule weddings in accordance with the current church policy. A team of Wedding Coordinators will interface with families using the church facilities for weddings and ensure that those using the church for weddings follow the established wedding policies.

7. Visual Arts

A subcommittee on the Visual Arts considers the placement of donated art within the buildings of DCPC, in addition to inviting church members to show works in the Congregation House.

10. Youth Ministry Committee

The mission of the Youth Ministry Committee is to strengthen the ministry with youth 6th-12th grades. It is a ministry that calls youth and adults to serve together in discipleship, leadership, service, worship, formation, fellowship and education.

The leadership of the committee is made up of a chair person who is an adult and sitting elder. In addition, at least one other sitting elder is to be on the committee but preferably one elder from each class. The staff liaison is the Staff Associate for Youth Ministry. Other committee members will include a parent of a middle/high schooler and a non-parent church member, neither of these having a leadership role in DCPCY. Also two high school youth with priority consideration given to youth Elder and Deacon and secondary consideration given to members of Youth Leadership Team. The committee will meet monthly.

The responsibilities and ministry areas of the committee are:

1. Faith development and education--includes Sunday morning education for 6th-12th grades, confirmation, retreats, conferences, and the special education series
2. Worship--includes worship during youth events, worship leadership with the entire congregation including Youth Sunday, White Gift Christmas Pageant and confirmation worship
3. Service--includes service in the church, local community and mission trips
4. Fellowship--includes special events away from and on the church campus, utilization and upkeep of youth lounge
5. Logistics--includes publicity, communications, meals, permission forms, finances

APPENDIX II

Elections and Nominating Committee Procedures

The Elections Committee will nominate to the congregation a Nominating Committee consisting of two Elders, one Deacon and four members from the congregation, including one representative of the youth of the church. The Nominating Committee should be elected by the congregation at its annual congregational meeting in February.

The Elders and Deacon on the Elections Committee will -usually also serve on the Nominating Committee. The chair of the Elections Committee shall usually become the chair of the Nominating Committee. The Nominating Committee shall be representative of active members of the congregation with regard to gender, to a wide range of age groups, and to the racial and ethnic diversity of the membership. No member of this committee may serve more than two consecutive years.

2. The Nominating Committee, after soliciting suggestions from the congregation, will nominate one candidate to fill each open position on the Session and Board of Deacons. Nominees should have agreed to undergo officer training and to serve if elected.

The Nominating Committee should normally report the slates of nominees to the congregation by the first Sunday in June.

The Nominating Committee will hold the election for the next officer classes at a congregational meeting that should normally be held in May or June. At this congregational meeting, there will be an opportunity for members of the congregation to make nominations from the floor (after securing the agreement of the candidate to have his or her name placed in nomination and to serve if elected). The election will be held based on the procedures specified in the Book of Order.

APPENDIX III

The Endowment Fund Committee

Membership: The Endowment Fund Committee (hereafter called the COMMITTEE) shall consist of five members, appointed by the Session. The Chair should be a current member of the Session. The Chair of the Finance Committee should be a member. The Pastor and the Church

Treasurer shall be ex-officio members without a vote. The COMMITTEE shall be subject to the final authority of the Session in all matters.

Terms of Appointment: COMMITTEE members shall be appointed to three (3) year terms, or partial terms, but no member will serve more than six (6) consecutive years. A former COMMITTEE member will be eligible to serve again after being off the COMMITTEE for at least one year. Appointments shall be made at the first regular Session meeting in each calendar year. Members shall serve until their successors are appointed. Members of the original COMMITTEE shall be appointed for a variety of one (1), two (2) and three (3) year terms to ensure the establishment of a rotational system of membership.

Meetings and Quorum: The COMMITTEE shall meet at least semi-annually. Meetings may be called by the Chairperson or by a majority of COMMITTEE members. At any meeting a quorum shall consist of three (3) voting members.

Officers: In addition to the Chairperson appointed by the Session, a Recording Secretary and a Financial Manager shall be elected at the first meeting of each year.

Duties of Chairperson: The Chairperson shall preside at all meetings. Should the Chairperson be unable to attend, he/she will designate one of the other regular officers to preside. The Chairperson shall be responsible for providing the Session with reports of COMMITTEE activities, an annual plan for encouraging gifts to the fund and such other reports as requested.

Duties of Recording Secretary: The Recording Secretary shall be responsible for keeping minutes of each meeting and for all COMMITTEE correspondence. Minutes shall be kept in the church office.

Duties of Financial Manager: The Financial Manager shall be responsible for the proper administration of the FUND income and expenditures as described in these By-Laws. The Financial Manager shall submit an annual expense budget to the Finance Committee for inclusion in the overall church budget. Reasonable costs for administration, investing and publicity may be expended as part of this annual budget. It is expected that, when practical, such expenses will be taken from the FUND income such that the administration of the FUND is self-sufficient. The Financial Manager shall also serve as the liaison with any fund managers that are charged with investing the assets of the FUND.

APPENDIX IV

The Planning Committee

The Planning Committee is a committee of the Session, which works on an ongoing basis to assess, anticipate and respond to the congregation's long-term and strategic space, programming, financial and staff needs.

Membership:

The membership of the Planning Committee consists of ten (10) members appointed by the Session and made up of a representative group of ordained officers and a college student. The college student may or may not be a member of DCPC and will serve a one-year term based upon the college academic year. The remaining appointments will be made for three-year staggered terms to insure continuity and accountability. The Senior Pastor will serve as an ex-officio member of the Committee.

Duties:

Ultimate responsibility for strategic planning shall reside with the Session of the church in accordance with the Book of Order. In particular, the Session shall be responsible for the direction of the strategic work and ministry of the Church. Subject to the foregoing, the Planning Committee will be responsible for the planning functions as outlined below:

1. Long Term Strategic Planning. The Planning Committee will develop and recommend to the Session a long-range Strategic Plan. The Strategic Plan will be regularly reviewed and updated at least annually to reflect the changing needs of the church. The Planning Committee shall assure that the Session receives adequate information and data to enable it to establish long-term goals for DCPC. To accomplish this task, the Planning Committee may undertake Mission studies, congregational surveys, and gather other forms of member feedback for assessment and consideration. The Planning committee shall assist and advise the Session to assure that the long term goals set by the Session are appropriately aligned with the congregational concerns and are executed in a manner that effectively deploys resources and is otherwise robust and fiscally sound. If issues are recognized by the Planning Committee that may adversely impact the delivery or accomplishment of Session goals, the Committee shall report to the Session and make such recommendations as it deems appropriate to assure proper alignment of resources for each objective or goal set by the Session.
2. Annual Officer Retreat. The Planning Committee shall be responsible for planning and organizing the annual officer retreat with appropriate input from the Pastors and staff, the Clerk of Session and the Moderator of the Diaconate. The Planning committee will organize the agenda which may include guest speakers, reports on annual and long-term goals of the church, and special leadership initiatives that involve the Session and/or the Diaconate.
3. Reporting & Communication. The Planning Committee shall report at least quarterly to the Session and more often if needed or requested by the Session. The Planning committee will also report to the congregation during the Annual Meeting of the congregation. The Planning committee will be responsible for identifying appropriate ways to involve and communicate to committees and to the entire congregation on particular planning initiatives.

APPENDIX V

ANNUAL MEETING

The Annual Meeting of the Congregation shall be held on the first Sunday of February. The meeting shall commence immediately following the early Worship Service. A matter requiring action by the congregation shall at that time be presented for a vote, and the meeting shall then be adjourned, to be resumed immediately following the 11:00 worship service. At the resumed meeting, all matters requiring action by the congregation shall again be presented for a vote, and the two votes shall be combined to determine the action of the congregation. Notice of the meeting shall be given in the bulletin for each Sunday during January, in the January STEEPLETALK, and from the pulpit on the last Sunday in January. Ten Percent (in the two sessions combined) of the Active Members shall constitute a quorum.