**Job Descriptions of Session Assignments**

*Reviewed and Revised October 2015*

Note:

For all assignments,

1. Each Elder is to prepare an annual report on each of their assignments in December to be included in the next Annual Meeting Agenda.
2. When an Elder ends his/her term with his/her assignment(s), they are to be transferred to the new Elder assuming the assignment(s). It is the responsibility of the outgoing Elder to contact the new Elder to explain the assignment(s). Although the Elder is going off Session, it would be appreciated if he/she would be available for guidance for the new Elder.
3. There is a mailbox in the hallway by the telephone for each Elder, the Clerk of Session, the Secretary, Custodian, Treasurer, and Pastor. Information will be placed in the Elder’s mailbox, and he/she is responsible for checking for Session Minutes, Treasurer’s Reports, and other communications.

**Clerk of Session**

* Take minutes of all regular, special, and congregational meeting. Record all minutes in the official Record book
* Record all births, deaths, weddings, and baptisms in the Record Book
* Write a monthly report highlighting Session actions for the Weathervane
* Prepare Annual Statistical Report for the denomination
* Prepare Annual Report for Annual Meeting, due in mid-December
* Assist in baptisms and reception of new members
* Keep record of new members and losses through death, transfer, or inactive status
* Maintain a list of Elders and Deacons and make it available to the Nominating Committee for its work
* Act as contact person when the minister is absent due to vacation, sabbatical, illness, or vacant pulpit
* Notify Session members of Special Session meetings
* Work with the minister on agendas for meetings and issues for concern
* When there is a request for monies from the Samaritan Fund, the Clerk, along with the minister and the Chair of the Memorial Committee, vote on the request

**Nominating Committee**

*For the official definition of the Nominating Committee, see the By-Laws of our Congregation, Article V. This is a descriptive job description for the carrying out of the duties of this committee.*

* The Committee shall consist of the following members: 2 Elders from Session, one of whom shall be Chair; 1 representative each from: Deacons, Church School, PW Crafters, and 2 members from the congregation elected at each Annual Meeting. The minister services, ex-officio, without vote
* The Committee meets whenever there are vacancies among the Church Offices to be filled; however, usually the Committee meets in October to discuss up-coming vacancies, make suggestions for nominees, and securing the nominees
* Prepare a slate of nominees that includes at least four (4) candidates for Session, four (4) for Deacons, one (1) Deacon Youth Helper, one (1) for Church Treasurer (including Sunday School), two (2) for Assistant Church Treasurers, one (1) for Memorial Committee from the congregation to serve a two year term, two (2) from the congregation for next year’s Nominating Committee, two (2) Auditors for the coming year’s Annual Reports, one (1) Church Historian, and two (2) representatives to the Avon Interfaith Council
* This slate is presented to the Session for its approval, usually in December
* The approved proposed slate is then presented at the Annual Meeting where nominations may also be made from the floor
* If a vacancy occurs on the Session and the Session votes to have a full committee, the Committee will make a nomination for a replacement to be elected by the congregation at a special congregational meeting. All other vacancies can be filled by the Session with a temporary replacement who serves the unexpired term
* The Clerk shall prepare a list of inactive Elders who are still active members who may be considered for nomination
* The Committee serves for one (1) year beginning with the Annual Meeting of that year
* Prepare a written report for the Annual Meeting, which is the slate of proposed nominees

**Presbytery Representative**

* The Elder who is the Presbytery Representative shall attend Presbytery meetings and report back to Session the updated news from within the Genesee Valley Presbytery, such as personnel news, changes in programs, upcoming dates, and ideas shared by other congregations
* The representative shall be authorized to vote on any and all matters that come before Presbytery
* The representative shall prepare a written report for the Annual Meeting. This report should be available by mid-December

**Fellowship Committee**

* The Committee is chaired by an Elder currently serving on Session
* The Committee is made up of people from the congregation, as many as the chair decides
* The Committee is to arrange wholesome family activities for the good of the church family and work closely with the Hospitality Committee and the Fun-Raising Committee
* Such activities could include: coffee hours (currently provided by the Deacons); morning, afternoon, and evening events on and off church premises. Guests always welcome
* The goal is to have three (3) large activities, i.e. Fall—Welcome Back Picnic (Rally Day); Winter—Cookie Sale; Spring—Strawberry Social or similar activity. End of Summer Picnic usually last Sunday in July in conjunction with a worship service. Also, try to have an activity at least every three (3) months
* Other months smaller events, especially around the liturgical Church year, i.e. Maundy Thursday shared meal, which is coordinated with the Worship Committee; Advent Brunch and Christmas Tree Decorating, which is coordinated with the Sunday School and Worship
* The intent is to be a visible, active group in the life of the church making clear that everyone is welcomed, especially guests, family members, and friends. In this way, we underscore our desire to see our church be a friendly, growing church
* Prepare an Annual Report for the Annual Meeting, due in mid-December

**Hospitality Committee**

*Hospitality is vitally important in our faith tradition; indeed, hospitality is one of the key landmarks of the followers of Jesus. This Committee was formed to focus our Session and Congregation’s efforts on being truly welcoming to all who come to our Church. This Committee works closely with the Fellowship Committee and Fun-Raising Committee to provide a warm, welcoming atmosphere for all participants.*

* Provide at least two (2) “Welcomers” for each regular Sunday service to make everyone, especially visitors and children, welcome, help with seating, make sure bulletins are distributed, answer any questions concerning the facilities, etc.
* Work with Deacons to secure volunteers to assist with the Coffee Social and other activities in the church
* Come up with other ideas that might improve the hospitality of the congregation
* Prepare a written Annual Report, due in mid-December

*A note on the Coffee Social: While it is tempting to make these Socials into large affairs, the original idea was to provide a few beverages and simple cookies for those who wish to stay after Worship and briefly socialize. Of course, having this weekly gathering has led to other wonderful opportunities, such as celebrating special birthdays with cake, honoring the Confirmation Class, recent graduates, and any other special event that might benefit by a simple reception. The purpose of the Coffee Social is to simply provide a brief time of comfortable interaction among the congregation so people can get to know each other better, catch up on the news, and enjoy one another’s company.*

**Crisis Aid**

* Work with the Deacon who assists with Crisis Aid
* Communicate with the Pastor about need for aid in times of illness, death, or other needs
* Contact families when there is a need to see how the church can help. The Pastor also makes contact with the family and relays information to the Crisis Aid Chair
* Coordinate food and services
* Send a plant or appropriate substitute to those members and attendees who are hospitalized, and to the member of the family in the case of death. This is from their First Presbyterian Church Family
* Prepare an Annual Report for the Annual Meeting by mid-December

**Personnel Committee**

* Consists of the Pastor, one (1) elder, and one (1) Deacon
* Act as liaison between all paid staff and the congregation, through the Session
* Conduct Annual Reviews of each paid staff person, usually in the summer. The paid staff at this time are the pastor, secretary, organist, choir director, treasurer, and custodian
* Prepare an Annual Report for the Annual Meeting, due in mid-December

**Special Accounts**

* Consists of one (1) Elder to serve as Chair, the Treasurer, Assistant Treasurers, and the Chair of the Stewardship Committee
* Meet every two (2) to three (3) months to review the financial reports and current financial investments of the Church. They may meet more often if investment decisions are necessary
* As investment products and market conditions are always changing and savings accounts have been invested for fixed periods of time mature, this Committee reviews the investments, recommends savings re-investments based on current market conditions or bank competition
* Make recommendations to the Session, who will then make the final decisions
* Three people are delegated to have access to the Housing Account with Vanguard. They are the Treasurer, the Chair of the Special Accounts, and the Clerk of Session. The signature information needs to be changed as the people in these positions change
* Prepare a written report for the Annual Meeting, due in mid-December

**Spring Rummage Sale**

* Co-chaired by two (2) Elders. One Elder should have experience with the events with the second Elder learning the process for the coming year(s)
* Advertising: One month prior to events in the Weathervane and by announcements in church. This provides time for parishioners and others to begin cleaning out at home and bringing their items two weeks prior to the sale.
* At least two weeks prior to the event, place information on the information sign in the front yard of the Church
* Advertise in the Genesee Valley Penny Saver [GVPS], News You Can Use in the GVPS, and the Newspaper’s Community Bulletin Boards. Send notices to neighboring churches. Make and distribute flyers around the area.
* Co-chairs work closely with the PW Crafters and any other interested parties to determine their availability to work. Place sign-up sheets in the Fellowship Hall a month before the events to solicit volunteers. These can also run in the Weathervane in the months prior to the event
* Sign-u[ sheets should note: daytime hours for set up; two (2) baggers, two (2) cashiers, and two (2) floaters to refold and straighten the merchandise during the sale
* Determine time for Mother’s Day Bake Sale and solicit baked items for the sale
* Boy Scout Troop 86 can and will set up tables for the sales and bring items from storage to the Fellowship Hall. This should be done the Sunday before the events
* Hours of the events should be considered each year. Typically, it runs Friday into the evening and Saturday into the early afternoon. The Mother’s Day Bake Sale is on Saturday, usually done by noon.
* Light refreshments can be sold
* Cashiers should be posted at entry between the Hall and Kitchen on the Rte. 15 door. Note there are a number of doors into and out of the Fellowship Hall, causing confusion over who has paid. A paid stamp or similar devise could help as well as blocking and monitoring some of the interior doors
* Pricing: Update pricing by checking with other area Rummage Sales, i.e. Geneseo Presbyterian, Lakeville United Community Church, and Avon Central Presbyterian. If antiques are donated, checking with knowledgeable people is important. White elephant items attract professional garage salers/flea market people. Everything needs to be priced and sorted by tables with colored tags. Post more prices at ends of table so customers can easily see costs
* Prepare a written report for Annual Meeting, due in mid-December

**Christian Education**

* Recruit three (2) to four (4) members from the congregation and Church School to serve on the Committee
* Responsible for the entire Christian Education of the Church
* Select Church School Curriculum
* Recruit Church School Staff, Superintendent, Teachers, Assistants, and Substitutes
* Church School Superintendent attends Worship Committee planning meetings in order to coordinate Sunday School activities with the church calendar
* Provide teacher training opportunities
* Secure leadership for Youth Group
* Plan with the Pastor for Adult Education opportunities
* Work with Church School Superintendent on programs for Christmas and Children’s Day. Set dates through the Session for these programs
* On Children’s Day, work with the Deacons to provide the Coffee Social
* For Christmas, provide treats to the children, such as oranges and candy canes
* In May, secure gifts for the Confirmation Class in consultation with the Pastor. Such gifts are usually Bibles
* In June, secure gifts in consultation with the Pastor for high school graduates. These gifts are often key chains or necklaces or similar small items by which to remember the graduates
* In June or July, meet with the Sunday School Superintendent to plan for September, opening day of Sunday School, etc. Order curriculum and determine the number and sizes of classes for the coming year
* In September, the students entering third (3rd) grade are given Bibles. The church usually orders a case of Good News Bibles for Children to use. From the Rules and Regulations of the Church: “A child entering third (3rd) grade shall be eligible to receive a Bible if he/she has been present in class three quarters (¾) of the class year. The Bible shall be a full text, Old and New Testaments. The Bible is presented in the Fall of the year.”
* A child shall be eligible for up to $100 or up to one half (½) the cost of the camp as a scholarship to attend a church camp if he/she has been present in the class three quarters (¾) of the class year
* Christmas programs and/or parties shall not include Santa, unless the appropriate religious significance of St. Claus is well explained before and during the event
* **The S. Augusta Taintor Memorial Scholarship**: The applicant must be a communicant member of the church and must be a high school graduate who is attending or has been admitted to the school of higher learning of his/her choice. The school may be academic or vocational. The course of study may be of any calendar length with a minimum of thirteen (13) weeks
* No person is eligible for the award more than once
* Written application is to be filed with the pastor before May 15 for consideration in the same year. Applicants may obtain forms from the Pastor
* Announcement and presentation of the award shall be made publicly at a regular church service before September 15
* In case of a tie, the money will be divided equally
* The selection committee shall consist of three (3) members: the Pastor, the Chair of the Christian Education Committee, and the Superintendent of the Church School. In case of conflict of interest, the Clerk of Session may be substituted. The Chair of the Christian Education Committee shall chair the selection committee. The committee shall reach a unanimous decision
* The applicant is to be a member in good standing indicated by any of the following: service to the church; participation in the choir or other church activities; attendance at church, church school, youth group, summer camp, etc. The applicant is to be of good character
* An entry of the successful applicant shall be made in the Memorial Book
* Recipients and dates of the awards shall be entered in the Session minutes
* The Session may authorize revision to these rules as needed
* The Session may discontinue the awards by an announcement at the Annual Meeting
* A written report for the Annual Meeting shall be prepared by mid-December

**Memorial Committee**

*This Committee is described in detail in the Rules and Regulations of the Church. There are a number of memorial account of which this Committee has oversight. Consult the Rules and Regulations for the details of these accounts.*

* In general, the Committee will consist of five (5) members. One is the Elder who is chair; one (1) Deacon; two (2) elected from the Congregation who serve two (2) year terms, which are staggered so that each year at the Annual Meeting one (1) new congregational member is elected; and a secretary/treasurer who is appointed by the Committee. The pastor acts as an ex-officio member with no vote
* The secretary/treasurer shall do the following:
* Receive and record all memorial gifts
* Transmit notes of acknowledgement to the persons who sent the gifts and to the families of the deceased
* Maintain the Memorial Book, recording memorials dedicated
* Submit an Annual Report to the congregation
* Pay out funds at the order of the Memorial Committee, following the authorization of the Session

**Worship Committee**

* This committee shall consist of an Elder who is the Chair; the organist; the choir director; a representative from the Church School; one from the Choir; and two (2) from the congregation
* The committee shall meet at the end of August to plan the Worship and Church School programs through Christmas
* In January, it shall meet to plan Worship and Church School programs through Easter and into the summer
* This planning includes scheduling Bell Choir presentations; special music, especially for the summer months; Church School programs; and any other Worship related programs or presentations
* The Committee, through the Elder, works with the Pastor and the Deacons to ensure that meaningful worship is being provided and that the events of the liturgical year are being observed, which include: Advent Wreath; Candlelight Christmas Eve Service; Maundy Thursday Service with Communion; monthly Communion; and other worship events that come up
* The Elder will recruit four (4) Elder, either presently serving or who have previously served on Session to serve Communion on the first Sunday of the month and at Maundy Thursday service. Note: Sometimes the second Sunday of the month is chosen for Communion if the first Sunday falls on a holiday such as July 4th, Labor Day, or New Year’s Day. Also, during the summer months due to lower attendance, only two (2) Elders are needed to serve Communion
* The Elder or their assigned representative will greet visiting pastors, organists, and choir directors who are filling for the usual staff in those positions. The Elder will have made sure that the Treasurer has prepared the suitable payment for such substitute worship personnel
* The Elder will work with the Deacons to have available a month ahead of time the names of Greeters, Ushers (those Elders who serve Communion), and Acolytes when they are used. Note: There also are two “Welcomers” from the Hospitality Committee who serve at each regular Sunday Worship to make sure everyone is comfortable in the service
* Prepare a written report for the Annual Meeting, due in mid-December

**Mission Interpretation Committee**

* The Chair should select members of the congregation to serve on this Committee and assist in the duties of the Committee
* The primary purpose of the Committee is to inform the Congregation about the various missions our Church can and does support and encourage involvement in these missions
* Plan special offerings to include but not limited to: The One Great Hour of Sharing (at Easter time); the Christmas Joy Offering (at Christmas); other special offerings for missions as may arise
* In consultation with the Pastor, order and plan presentation of interpretive material for the Special Offerings
* Set dates through the Session for the collection of the special offerings
* Work with the Pastor and others in the congregation to select missions for the congregation to directly support either through donations or personal involvement and other volunteers to help in these food basket distributions, efforts, etc.
* Prepare a written report for the Annual Meeting, due in mid-December

**Venture Crew 86**

*Our Boy Scout Troop transformed into Venture Crew 86 in January 2014. We are the chartering organization for this Troop.*

The Troop is under the guidance of the Session, and the Session will:

* Appoint an Elder to act as liaison
* Provide a meeting place
* Select a Scoutmaster
* Approve all adult leaders

The Elder will:

* Appoint a troop committee of at least three (3) adults
* Attend meetings as needed to keep in touch and report any necessary business to Session
* Serve as the head of the “scouting department” in the church (according to BSA Troop Committee Guide Book) and encourage training
* Assist with the unit re-chartering
* Encourage Troop service to the church
* Prepare a written report for the Annual Meeting, due in mid-December

**Stewardship**

* Order material for campaign in September
* Form Committee of two (2) people
* Have a first organizational meeting at the end of May
* Set dates for events and future meetings
* Decide contents of Stewardship packets
* Set up budget and membership review/input meeting with pastor in September
* Elders act as “Call Captains”
* Compile Proposed Budget for coming calendar year and present to Session in September
* Present Final Proposed Budget to Session in October so it can be used in the Campaign
* Put together Stewardship Packets: Proposed Budget, Committee Letter, mission information
* Stewardship Brunch and receiving of pledge cards usually second Sunday in November (Dedication Sunday)
* Follow up one time and re-contact people who did not turn in pledge cards
* Get Call Captain feedback sheets from them
* Get pledge cards from Treasurer, update projection spreadsheet, and return pledge cards to the Treasurer
* Report to Session concerning the progress
* Write a report for the Annual Meeting due in mid-December

**Trustees**

* The Trustees, under the unicameral board of the Church, shall be the same twelve (12) Elders serving currently on Session. Only an active Elder, i.e. an Elder personally serving on Session, may be elected as President of the Trustees. The position will be considered every year along with the other responsibilities of the Session. When the Elder serving as President has his/her three (3) year term expire, he/she will step down as President of the Trustees.
* The President of the Trustees will act as an agent of the Elder/Trustees in matters concerning the Corporation, i.e. buying and selling properties, additions, capital improvements, repairs, and maintenance
* The President should enlist other members of the congregation to assist in overseeing the properties, building, and grounds of the Corporation
* The President, along with the Session, will see that there is adequate insurance for all properties, buildings, and employees of the Corporation
* The President and Elder/Trustees shall define the work of the Custodian, and with the pastor, the President shall act as Supervisor of the Custodian
* The President chairs the continuing Committee on Capital Improvement and recruits and maintains the membership of the committee