

**SILVER SPRING  
PRESBYTERIAN CHURCH**

**LEADERSHIP  
HANDBOOK**



**2023**

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God came into the world  
as Jesus Christ.

Those who encountered Jesus  
discovered that  
their genuine needs were fulfilled,  
their hurts were healed,  
and  
they were freed from their enslavement to themselves and their possessions  
to rejoice,  
give thanks to God,  
and serve the poor and oppressed.

We will know that  
people are encountering Christ  
through Silver Spring Presbyterian Church  
when  
genuine needs are being fulfilled,  
concrete hurts are being healed,  
and we are finding joy and delight in  
worshiping God together,  
learning together,  
and together serving the poor of  
the Mechanicsburg/Harrisburg area and our world.

*'And so  
we order things such that....*

## MISSION AND ORGANIZATIONAL STRUCTURE

The mission of SSPC is God's mission in Jesus Christ, who is the head of the Church. All ministry is a gift from Jesus Christ (G-2.0101) and, in obedience to him, we will strive to share in word and deed the good news of the Gospel he brought, as we understand it through the Scriptures.

“The Gospel of Jesus Christ announces the nearness of God's Kingdom, bringing good news to all who are impoverished, sight to all who are blind, freedom to all who are oppressed, and proclaiming the Lord's favor upon all creation. The mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love.” (F-1.01).

“Mission determines the forms and structures needed for the church to do its work.” G-3.0106)

The governing body of Silver Spring Presbyterian Church is the **Session** (F-3.02 and G-3.02 in the PCUSA Book of Order 2015-2017). The Session, comprised of all installed pastors and Associate Pastors and active Elders who are “chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life” (G-2.03). The Session shall delegate and supervise the work of the **Board of Deacons** and other organizations and task forces within the Church.

By virtue of their ordination, the **Elders, Deacons, and all ordained and installed Pastors** of the church shall be considered the **Officers of the Church** and shall be elected by the active members of the Church. (G-2.0102) They shall be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Lord and Savior. (G-2.0104)

## ORGANIZATIONAL ACTIVITY

The monthly organizational schedule is:

### **1<sup>st</sup> Monday of the month**

Deacons meet

### **4<sup>th</sup> Thursday of the month**

Session meets

- Silver Spring encourages its committees to meet on a consistent evening each month. Unless urgent business dictates otherwise, committees are encouraged not to meet in July and December.
- Meetings of Session Deacons, Trustees and Committees may be held in person, or by electronic or virtual means (e.g. Zoom), so long as all members who are available as a quorum are able to participate in the discussion and vote by such means.
- If the moderator (in the case of Session, Trustees or Deacons) or co-chairs (in the case of a committee) determine that there is an urgent issue that requires a decision in between meetings, the moderator/co-chairs may ask for a vote by email. If the issue is complex, requiring more discussion, the meeting should be held either in-person or via electronic means (e.g. Zoom).
- The Worship, Nominating, and Membership Committees of Session will each have a Deacon representative appointed by the Board of Deacons with voice and vote. Such Deacon representatives will serve one-year terms and be subject to any requirements and term limitations applicable to other members of the committee.
- The chair/co-chairs of each committee of Session (except Nominating and Finance) shall report to the Office Manager by August of each year with a proposed number of members for that committee, and the names of current committee members, taking into account the membership of Ruling Elders who chair/co-chair that committee and the Deacon representative. The Nominating Committee will present a motion at the August Session meeting seeking Session's approval of these recommendations.
- If a committee needs to renegotiate its meeting time to fit the schedules of its members, the committee is encouraged to meet not later than the 3<sup>rd</sup> week of the month. This allows committees adequate time to shape motions and submit Minutes for the Session Agenda, while also allowing the church office staff time to produce the Agenda and materials to be mailed out to Elders.
- The goal of our committees is ***not*** simply to have committee meetings! The goal is to enlist the help of as many church members as possible to accomplish the various tasks listed under committee responsibilities. If, therefore, some of the enumerated tasks of the committees can be farmed out to people who are not technically on the committees (and thus need not come to monthly meetings), not only might more members of the

congregation be attracted to sharing in the routine tasks of the church life (*You mean I don't have to attend committee meetings?!*), but also some of the committees' time and energy might be freed up for brainstorming, problem solving, and dreaming.



## Composition of Standing Committees of Session

Committee	Ruling Elders	Deacon Rep	At-large Members	Pastor <sup>1</sup> Ex Officio	Other Additional Members (with both voice and vote unless otherwise indicated)	Total (min./max.)
<b>Buildings and Grounds:</b>	2	0	6-9	1 (voice only)	Business Manager (voice only)	Voting 8-11 Voice only 2 Total 10-13
<b>Christian Education</b>	2	0	3	1 (voice only)	Superintendent (1). Voice only: Youth (2); Youth Director	Voting 6 <u>Voice only 4</u> Total: 10
<b>Commitment &amp; Legacy Giving</b>	2	0	7	1 (voice only)		Voting 9 Voice only 1 Total 10
<b>Fellowship</b>	2	0	7	1 (voice only)		Voting 9 Voice only 1 Total 10
<b>Finance<sup>2</sup></b>	2	0	4 1 B&G Rep 3 others	1 (voice only)	Treasurer (1). Voice only: Business Manager (1). Voice only: Asst. Treasurer	Voting 7 <u>Voice only 3</u> Total: 10
<b>IT/Communications</b>	1	0	2-4	1 (voice only)	Voice only: Office staff (2)	Voting 3-5 Voice only 3 Total 6-8

<sup>1</sup> One Installed Pastor, as determined by the Head of Staff, shall be a member of each committee *ex officio* with voice but not vote, except for Personnel and Worship (see notes 4 and 5). In practice, only one pastor will regularly attend each committee's meetings, as assigned by the Head of Staff.

<sup>2</sup> The Finance Committee's composition is governed by its existing SSPC Leadership Handbook provisions.

<b>Committee</b>	<b>Ruling Elders</b>	<b>Deacon Rep</b>	<b>At-large Members</b>	<b>Pastor Ex Officio</b>	<b>Other Additional Members (with both voice and vote unless otherwise indicated)</b>	<b>Total (min./max.)</b>
<b>Membership</b>	2	1	3	1 (voice only)		Voting 6 Voice only 1 Total 7
<b>Mission</b>	2	0	9	1 (voice only)		Voting 11 Voice only 1 Total 12
<b>Nominating<sup>3</sup></b>	2	1	6	1 (voice only)		Voting 9 Voice only 1 Total 10
<b>Personnel</b>	2	0	3	1 (voice & vote)	Head of Staff (1) <sup>4</sup>	Voting 6
<b>Worship<sup>5</sup></b>	2	1	7	1 (voice & vote)	Voice only: Music Director and Organist	Voting 11 <u>Voice only 2</u> Total: 13

<sup>3</sup> The Nominating Committee is a standing committee whose composition is governed by the SSPC Bylaws and the Book of Order.

<sup>4</sup> The Personnel Committee shall include the Installed Head of Staff with both voice and vote.

<sup>5</sup> The Worship Committee shall include the Installed Head of Staff with both voice and vote.

## **THE SESSION**

### Purpose:

The Session is responsible 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. (G-3.0201)

Bylaws Reference: Article V

### Description:

The Session is made up of the Pastor, the Associate Pastor and 21 Elders elected to active service by the active members of the congregation and ordained by the Church to oversee the programs, property, and personnel. All members of Session are entitled to vote.

### Session Responsibilities:

- 1) Oversee and develop programs providing for the Church's worship, mission, education, fellowship, membership and daily operation through the activity of its standing and ad hoc committees, all of which are accountable to Session.
- 2) Leading the congregation in stewardship of time, skills, and financial resources.
- 3) Oversee the Deacons to whom Session delegates the ministry of compassion and care for the congregation.
- 4) Management of personnel by review of ordained and non-ordained staff activity, action on non-ordained staff employment agreements, and recommendation to the congregation for the terms of call concerning ordained staff, recognizing the pastor is head of staff and the clerk is the senior lay officer.
- 5) Establish the annual budget.
- 6) Provide for the management, upkeep and insurance of the property of the Church, including maintenance, repairs, and improvements of all buildings and grounds.
- 7) See to the Church's insurance needs.
- 8) Accept and execute deeds of title to Church property.
- 9) Hold and defend title to Church Property.
- 10) Seek congregational approval when buying, selling, and mortgaging property.

## **BOARD OF DEACONS**

### Purpose:

The Board of Deacons provides compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies, or structures or anyone in distress. (G-2.02)

### Bylaws Reference: Article VI

### Description:

The Board of Deacons is made up of lay men and women of various ages and generations elected by the congregation and ordained by the Church under the supervision and authority of the Session

### Responsibilities:

- 1) Coordinate and support Church programs aimed at ministering to the sick, the friendless, and those in need or distress.
- 2) Emphasize that the Deacons are the primary agents by whom Silver Spring Church expresses its care and love of its members.
- 3) Assist in the coordination and support of the following Church Programs:
  - Manna Project
  - Outreach
  - Health Ministries
  - Helping Hands
  - Prayer Chain
- 4) Assist with funeral meals, coffee service and coordinate with the family
- 5) May develop and/or coordinate programs for the care and support of those beyond our community of faith.
- 6) Provide ongoing education and training for Deacons.
- 7) Assume other duties as may be delegated to them from time to time by the Session.
- 8) Report the Board's activity to Session.

## ELDERS

### Function and Qualifications:

Elders are spiritual leaders chosen by the people and, together with the ministers of the Word and Sacrament, they exercise leadership, government, and discipline and have responsibilities for the life of our church. They are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Above all, Elders are to discern the Will of God for the ministry, witness and wellbeing of the congregation, by being open to the movement and direction of the Holy Spirit.

Ruling elders should be persons of wisdom, mature faith, and compassion who can provide spiritual leadership not through loud words but, rather, through deep reflection and openness to the Holy Spirit as it speaks to them in their own hearts and through the voices of others. They should have the courage to share their discernment of God's will with others and to sincerely consider the discernment of others, even when this leads to viewpoints and decisions that differ from their own inclination. Their manner of life should reflect a sincere effort and desire to demonstrate the Christian gospel, both within the church and in the world.

### Election and Term:

Elders must be active members of the congregation. The twenty-one "active" Elders on Session (three classes of seven) are elected by the active members of the congregation following nomination by the Nominating Committee. An Elder shall serve a term of three years and may serve a second consecutive term but no more than 6 consecutive years.

### Responsibilities:

1. As Active Elders, shall serve faithfully as members of the Session. (See *Session in Leadership Handbook*.)
2. Shall strengthen and nurture the faith and life of the congregation committed to their charge.
3. Volunteer to lead Session in devotions as requested by the Moderator.
4. Volunteer to attend Deacon Meetings as Session Representative.
5. Volunteer to serve as commissioner to meetings of Presbytery as able.
6. Volunteer to collect church offerings.
7. Volunteer to attend Presbytery meetings.
8. Provide leadership for one of the standing committees of Session as recommended by the Nominating Committee and approved by Session.
9. Ensure that any/all blanket committee requisitions are reviewed and renewed (as necessary) in August when they take over leadership of their respective committee.

## **YOUTH ADVISORY DELEGATE TO THE SESSION**

### **Function and Qualifications:**

The Youth Advisory Delegate will serve as a conduit of information between the Session and the youth of the church. The Youth Delegate to Session shall be an active member of Silver Spring Presbyterian Church, actively involved in Senior High CORE activities and comfortable speaking with adults and in groups.

### **Election and Term:**

The Youth Advisory Delegate will be selected by the Nominating Committee after consulting senior high youth leaders, both paid and volunteer. The name of the Youth Advisory Delegate shall be reported to the Session no later than the June regular meeting of the Session. The term is one year, beginning at the June regular meeting of the Session. A Youth Advisory Delegate may serve consecutive terms, but no more than 3 as a Youth Advisory Delegate. Selection as a Youth Advisory Delegate does not preclude election to any other church office, nor does it preclude subsequent election as an elder.

### **Essential Functions:**

1. Attend all regular Session meetings with the right to speak to any issue being considered by the Session.
2. Make a verbal report at each regular Session meeting, outlining youth activities, and responding to questions from elders concerning youth activities.
3. Regularly attend meetings of CORE, asking for time at meetings to inform other youth about the latest news from the Session and to solicit ideas and input on matters to be considered.
4. Communicate regularly with the Session Moderator for orientation prior to each regular meeting.

## DEACONS

### Function and Qualifications:

Deacons provide compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies, or structures or anyone in distress. (G-2.0201)

The principal focus of Silver Spring's Deacons is in ministry to the congregation and immediate community in contrast to ministry with those "far off".

### Election and Term:

Deacons must be active members of the congregation. The deacons (elected to two-year terms and youth deacon(s) elected to a one-year term) are elected by the active members of the congregation following nomination by the Nominating Committee. A Deacon shall serve terms of two years and may serve consecutive terms totaling no more than 6 consecutive years. In addition, there are Youth Deacons whose responsibility is to represent the youth of the congregation. The term of service for a Youth Deacon is typically one year but may be extended.

### Responsibilities:

1) In order to bring the personal caring ministry of the church to the people, the work of the Deacons is divided into the following five (5) major functional Care Groups. In addition to Sunday Services to which all Deacons are assigned, each Deacon is expected to participate in at least two other Care Groups or one other Care Group and one committee.

- a. Community Service Care Group – This group coordinates the Fall Faire, Thanksgiving Baskets, Christmas Baskets, Poinsettia delivery, Angel Tree, Military/college care boxes, and various activities that serve the community as well as members of the church.
- b. Communications Care Group – This group sends cards to members in need or to celebrate special events such as anniversaries, birthdays, etc., informs members of upcoming events through newsletter articles, postcards, announcements, etc.
- c. Transition Care Group – This group tends to the needs of new members, members experiencing moves, job loss, marriage, divorce, birth, death and other needs involving life transitions.
- d. Outreach Care Group – This group responds to members in need of prayer by telephone calls to see if the Deacons can provide direct services such as meals, transportation, or support as required for any acute medical care such as hospitalizations and coordinates the services of the Helping Hands. It also works to coordinate the Health Ministry in such areas as senior care, care for the disabled, and Stephen Ministries.
- e. Sunday Services Care Group – This group, which involves all deacons, provides the coffee and refreshments following each worship service, as well as weekly flower deliveries to shut-ins.

While each Deacon will have special assignments, he or she is called to serve all members of the church and to reach out with Christian love to people beyond the boundaries of the church.

- 2) Examples of Deacon individual duties may include:
  - a. Respond to situations of special need, preferably with a personal contact or phone call, and perhaps a card: illness, hospitalization, bereavement, loneliness, child leaving home for college or military service, etc.
  - b. Celebrate birthdays, anniversaries, newborns, graduations, honors, etc.
  - c. Assist with appropriate physical needs: transportation, clothing, finances, meals, and special equipment (e.g. wheelchairs, walkers, etc.)
  - d. Refer members to other sources of help, such as social agencies, that might best help a particular situation. These phone numbers are in each Deacon folder.
  - e. Keep pastors, other Deacons (as necessary) and Health Ministry Coordinator informed of the needs of families and/or individuals.
  - f. Assist pastors in serving Communion upon request.
  - g. Serve as host/hostess for after-church Sunday morning refreshments. (Details are in the Deacon folder.)
  - h. Delivery of flowers from worship to local people.
  - i. Periodically attend meetings of Session and committees as assigned by the Moderator for the Board of Deacons.
  - j. Act as Shepherd for the new members who join the church (see Deacon Shepherding).
  - k. Mentor new deacons by helping them learn their new roles.
- 3) Examples of Deacon Projects include:
  - a. Maintain "Friendly Visitor" program.
  - b. Coordinate the Helping Hands ministry which includes delivering meals.
  - c. Sponsor Thanksgiving Food Drive and coordinate delivery of baskets.
  - d. Provide food or fruit baskets at Christmas and coordinate delivery of baskets.
  - e. Deliver poinsettias from Christmas services to homebound.
  - f. Deliver Easter tulips to homebound.
  - g. Organize Angel Tree gift program for Advent.
  - h. Oversee Prayer Chain.
  - i. Ministry along with Health Ministry Coordinator, the Parish Nurse.
  - j. Serve as volunteers for Bloodmobile Sunday as requested.
  - k. Deliver Valentine cards to shut-ins.
  - l. Provide transportation for those unable to drive to worship.
  - m. Mail College and Military Care Packages.
- 4) Miscellaneous duties include:
  - a. The Session will provide training to assist the Deacons in their ministry.
  - b. The Deacons will usually meet the first Monday of each month at 7:00 p.m.
  - c. The Deacons fund Stephen Ministry.



## **YOUTH DEACON JOB DESCRIPTION**

The Youth Deacon has three basic duties during his/her term(s):

1. Report the pastoral needs of the youth members.
2. Serve on the Board of Deacons fulfilling the responsibilities, as needed.
3. Create and initiate a small meaningful, but special project for the church or community (new duty as of January 2021)

The Youth Deacon(s) are elected by the active members of the congregation following nomination by the Nominating Committee. The term is one year, beginning at the first Deacon meeting in June. The Youth Deacon may serve consecutive terms, but no more than three (3) years as a Youth Deacon.

### **Responsibilities:**

The Youth Deacon responsibilities may include the following:

1. Respond to situations of youth with special needs and report illness or other information to the pastors and the Deacon mentor.
2. Celebrate youth birthdays, special honors or recognitions, etc.
3. Serve on one sub-committee of the Deacons
4. Deliver flowers to those homebound or serve refreshments 3 times during the term of Deacon.
5. Based upon the Youth's interests, he/she creates one meaningful special project for the congregation, the church or its community. Coordinated with the support of the Deacon Moderator, the Vice Moderator, Youth Director and/or Pastor(s).
6. Attend the monthly Deacon meetings.
7. Call on new youth members to encourage them to become involved.
8. Teach or assist in teaching one Church School class per semester.
9. Participate in Youth Fellowship (C.O.R.E.)
10. Submit a brief summary on the year's work as a Deacon.

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## DEACON SPONSORING

### Scriptural Basis

In the Old Testament, Samuel was mentored by Eli. In the New Testament, Timothy was shepherded by Paul. Jesus is the Good Shepherd and calls upon us to shepherd one another as the Body of Christ.

Important to our Judeo-Christian heritage is an ethical theology which embraces hospitality. The Hebrew people were called to remember that they were once strangers in a foreign land and that they knew what it was like to be treated poorly. Thus, they are called to treat people, especially strangers, with generosity and kindness.

### Sponsoring Newer Members

It does help to have someone around who can show us the ropes, as they say. Someone who can give us helpful suggestions and point us in the right direction, is a real blessing. A shepherd is someone who knows the territory and is willing to share information. A shepherd is someone who is intentional about reaching out to give us hand.

Newer members of a congregation are in special need of shepherding. Although they may have been people of faith for years, they are new to us. They are still wondering how they “fit in” to our congregation. Most of them are less likely to be assertive about becoming involved in the life of the congregation. Yet, most do respond to invitations to become involved. They are wondering if our church is the hospitable place they were hoping it would be?

### Deacons

The Deacons are given the special ministry of shepherding newer members into the congregation. The specific role of sponsoring is as follows:

**One Year Commitment** - When a person joins our fellowship, they are assigned a longer-term member of the church who best meets their individual needs. This member will serve as their sponsor for their first year of membership.

**What does a sponsor do?** - The sponsor is asked to make a special effort to welcome the newer member by:

1. Letting the newer member know that they will serve as their shepherd for their first year of membership.
2. Inviting their newer member to special events that take place in the life of the congregation.
3. Offer to sit by them at events, especially if they are single and do not know anyone else in the congregation.
4. Find answers to their questions as they become familiar with the Silver Spring community.

## CLERK OF SESSION

### Function and Qualifications:

To assure that appropriate and accurate records are made of all Session actions and work, and to act as official correspondent for the Session. The Clerk of Session may be an active or inactive Elder.

Book of Order Reference: G-1.0505, G-3.0104, G-3.0107, G-3.0204

### Election and Term:

The Clerk of Session shall be elected by the Session annually at its August meeting.

### Responsibilities:

The Clerk of Session shall:

1. Record Minutes of all Session meetings and see that these Minutes are delivered to the church secretary in a timely fashion for reference and for inspection by the Presbytery. The Clerk shall recruit an active Elder to record meeting minutes when the Clerk is unable to do so.
2. Handle all official church correspondence (with the help of the Office Manager).
3. Recruit 3 Elders to serve as Commissioners to the regular and special meetings of Carlisle Presbytery.
4. Request and guide the Committee Chairs in preparing an Annual Report.
5. Prepare (with the help of the church office staff and the Membership Committee) the Annual Statistical Report to be submitted in January to the Presbytery of Carlisle and the General Assembly of the denomination.
6. Record attendance, quorum, and Minutes at all Congregational Meetings.
7. Guide the Office Manager in ordering copies of the Presbyterian *Book of Order* from denominational headquarters in Louisville for each year's incoming class of Elders
8. Prepare the Session's annual budget.
9. As needed, recommend individuals to the Nominating & Leadership Training Committee to be considered for nomination to serve as Clerk of Session.
10. Ensure that all blanket requisitions from committee chairs are submitted for reauthorization in August.

## **CHURCH TREASURER AND ASSISTANT TREASURER**

### Function and Qualifications:

Provide financial oversight for the Church through work with the Finance Committee and the Business Manager. The Treasurer and Assistant Treasurer shall be active members of SSPC. The Assistant Treasurer will act as Treasurer if the Treasurer is unavailable, upon invitation of the Chair of the Finance Committee.

Book of Order Reference: G-3.0113, G-3.0205

### Election and Term:

The Treasurer and Assistant Treasurer shall be elected annually by Session at its August meeting.

### Responsibilities:

The work of the Church Treasurer includes assuring the completion of the following:

1. Reconcile bank accounts.
2. Review and analyze financial statements for Finance Committee.
3. Reconcile Revenues and Expenses for financial statements with checking account balances per Balance Sheet.
4. Attend Finance Committee meetings.
5. Attend Session meetings upon request of Session.
6. Assist in the preparation of the Estimate of Needs and Budget (having input from each committee), including a forecast of Revenues.
7. Assist Business Specialist in the preparation of Financial Statements for the Annual Report and the Statistical Report for the Presbytery.
8. Assist Business Specialist in the preparation of Forms W-2 for employees and forms 1099 for independent contractors.
9. Recommend to the Finance Committee the management of Memorial Funds.
10. Coordinate the preparation and mailing of member's contribution statements.
11. Oversee the preparation and distribution of the contribution envelopes.
12. Schedule payment of Special Offerings
13. Sign checks for authorized expenditures.

## AUDITING COMMITTEE

### Purpose:

Assure that full financial review of all books and records relating to finances of the church is conducted once each year by a committee of members versed in accounting procedures.

Book of Order Reference: G-G-3.0113, G-3.0205

### Description:

The Auditing Committee shall be elected by the Session annually at its August meeting. The Auditing Committee shall be established in accordance with the procedures set forth in Article XI, Section 3 of the By-Laws.

### Responsibilities:

The Auditing Committee shall annually review the financial books and records of the Session and of all boards, committees and organizations which maintain separate financial records.

All organization treasurers shall submit their respective books and records to the Auditing Committee annually prior to the annual Congregational Meeting.

The report of the Auditing Committee shall be approved annually by the Session.

## **BUILDINGS AND GROUNDS COMMITTEE**

### **Purpose:**

The Buildings and Grounds (B&G) Committee is responsible for the management and protection of SSPC's real property. The Committee provides for loss prevention, operations, maintenance, repair and improvement of all SSPC buildings, grounds, and other facilities, including the Cemetery, Manse, and Retreat Center. The Committee ensures that historical documents and documents related to the design, construction and maintenance of SPCC facilities are properly maintained. The Committee coordinates and consults with SSPC staff with respect to custodial and maintenance matters and the work of contractors in and on SSPC property.

### **Book of Order Reference:** G-4, 02

### **Description:**

The B&G Committee performs its duties through a combination of volunteer labor and contracted services. Members of the committee serve as leaders for recruitment and organization of volunteers and identify and coordinate work scope with contractors as needed. The Committee serves as an advisory body to the Session for facilities matters, including budgeting and contracting.

### **Responsibilities:**

Specific duties of the B&G Committee include, but are not limited to, the following:

- Manage the safe-keeping, protection, maintenance, repair and replacement of SSPC facilities and associated equipment such as heating, cooling, plumbing and lighting systems.
- Coordinate the maintenance, repair and replacement of buildings, equipment, landscaping grounds and parking facilities.
- Submit budget recommendations to Session with respect to the necessary funds to provide for the annual operation, maintenance and repair of all buildings and grounds.
- Prepare for and take action in emergency situations regarding buildings and grounds.
- Advise Session with respect to the acquisition and disposition of real property.
- Coordinate facility safety, security and crime prevention matters.
- Conduct periodic inventory, inspection and evaluation of all real and personal property.
- Assist and support the SSPC staff in matters related to buildings and grounds.

## CHRISTIAN EDUCATION COMMITTEE

### Purpose:

To support the worship life of our congregation by helping Silver Spring members and friends address our inherent hunger to know and love God with our minds as well as our hearts.

Book of Order Reference: W-1.4007, G-3.0201a,c; W-6.2005,

### Description:

The Christian Education Committee shall be Co-Chaired by two Active Elders on Session. The Director of Youth Ministry shall sit on the committee. Active Members of the Congregation can be invited as members of the Committee by the Co-Chairs.

### Responsibilities:

1. The Christian Education Committee shall implement the educational programs for children, youth and adults which shall include, but not be limited to, Sunday-morning church school, mid-week programs and other special times by:
  - a) Obtaining teachers for all classes
  - b) Providing training for teachers
  - c) Providing curricula appropriate to Reformed tradition and theology
  - d) Providing classroom supplies, audio-visual equipment, library materials
  - e) Working with the Buildings and Grounds Committee to provide appropriate classroom environments.
2. Implement seasonal or special educational programs for children, youth and adults which include:
  - Advent
  - Lent
  - Vacation Bible School
  - Confirmation class
  - additional offerings as determined by the Committee
3. Implement our Christian Education Ministry for Pre-K through High School Graduation alongside our Director of Youth Ministry to equip and train leaders for the work of ministry among children, students and adults.
4. Implement the church nursery ministry by:
  - a) Providing equipment and supplies
  - b) Provide child care during regular and special seasonal worship activities and during educational events.
5. Facilitate the formation of new classes.

6. Assist the Personnel Committee in hiring, reviewing and evaluating the paid Christian Education program staff.
7. Prepare the Committee's annual budget.
8. As needed, recommend individuals to the Nominating Committee to be considered for nomination to serve as an Active Elder of Session and Co-Chair of the Christian Education Committee.
9. Oversee the work of the Earth Care Team, facilitate its ministries and report them to Session. Serve as the conduit for the Earth Care Team's accountability to Session.



## COMMITMENT, LEGACY AND ENDOWMENT COMMITTEE

### Purpose:

To encourage and guide every Silver Spring member to give sacrificially of his/her time and financial resources to God's work through the Church.

Book of Order Reference: G-30201(c), W-1.1005(b), W-2.5000

### Description:

The Commitment, Legacy and Endowment Committee shall be Co-Chaired by two Elders active on Session. Active members of the congregation may be appointed to the committee by the Co-Chairs, with attention to diversity in age and gender.

### Responsibilities:

The Commitment, Legacy and Endowment Committee shall:

- 1) Guide the congregation in making *financial* commitments to the work of the Church through:
  - a. Brainstorming ideas and strategies
  - b. Presenting to the Session a proposed outline for a stewardship theme and strategy outline
  - c. Implementing the commitment initiatives
  - d. Presenting the progress and results of the commitment program to the congregation at appropriate times during the year.
- 2) Guide the congregation in making *personal* commitments to the work of the Church by:
  - a. Soliciting from each Committee an up-to-date description of its needs and opportunities for individuals to serve
  - b. Developing, maintaining and presenting to the congregation a comprehensive list of needs and opportunities for individuals to serve
  - c. Surveying new and existing members periodically to determine their skills and interests and sharing the results with each Committee
  - d. Celebrating individual acts of commitment and service through a variety of communication media.
- 3) Guide and administer Special Gifts and Legacy Giving efforts in support of the church's work through:
  - a. Administering the Silver Spring Legacy Funds, including collaborative responsibilities with the Finance Committee, as required by the Silver Spring Legacy Funds Policies and Procedures
  - b. Encouraging members to give above and beyond annual stewardship commitments
    - i) Developing and implementing an annual Legacy Giving Sunday program
    - ii) Designing and developing other initiatives as needed including educational events on relevant topics such as estate planning and wills options.

- iii) Developing among members an awareness and understanding of the Silver Spring Legacy Funds
  - c. Acting as a source of information for the congregation regarding the Legacy Giving process and available options
  - d. Acting as a resource for the officers of the church regarding the operation of the Silver Spring Legacy Funds
  - e. Acknowledging, where appropriate, all gifts – financial, manpower and material.
  - f. Ensuring that special gifts and legacy fund records and reports are prepared and are in compliance with all requirements.
- 4) Prepare the Committee's annual budget.
- 5) Prepare for the Nominating Committee a list of individuals who could be considered for nomination to serve as Elders on the Commitment, Legacy and Endowment Committee.
- 6) Prepare the Committee's Annual Report.

## **FELLOWSHIP COMMITTEE**

### Purpose:

To help Silver Spring members and newcomers discover the intimacy and enjoyment that can take place in any number of creative and fun environments, intended to include all age groups and interest groups in ministry to the congregation and immediate community.

Book of Order Reference: G-1.0102

### Description:

The Fellowship Committee shall be Co-Chaired by two Active Elders on Session. Representatives from the Board of Deacons may sit on the committee. Active Members of the Congregation can be appointed to the Committee by the Co-Chairs. The Associate Pastor shall serve as an ex-officio member.

### Responsibilities:

The Fellowship Committee coordinates the social events of the church with other committees and hosts opportunities for fellowship, including receptions, sports programs, activity nights, dinners and brunches.

The Fellowship Committee shall:

1. Organize, advertise, set-up and clean up of meals, receptions, activities.

Regular and past events have included:

- a. Palm Sunday Brunch
  - b. New Member Receptions
  - c. Potluck Dinners
  - d. Advent Feast and Festival
  - e. Fall Pig Roast
  - f. Mardi Gras Night
  - g. Pasta Mania Dinner
  - h. Valentine's Day Dinner
  - i. Dance Lessons
  - j. Food Booth at the Mission Fair
  - k. Nissley Winery Big Band Night
  - l. Theater Nights
  - m. Sporting Events
2. Serve as conduit to session for motions and presentations from the various small group ministries of the church.
  3. Organize, set-up and clean-up of assemblies of Presbytery held at Silver Spring.

4. Prepare the annual Fellowship Budget.
5. As needed, recommend individuals to the Fellowship Committee to be considered for nomination to serve as an Active Elder of Session and Co-Chair of the Fellowship Committee.

## FINANCE COMMITTEE

### Purpose:

To manage the Church's day-to-day finances through budget development and oversight.

Book of Order Reference: G-3.0113

### Description:

The Committee shall be co-chaired by two active Elders. The Committee will include the Treasurer, Assistant Treasurer, Buildings and Grounds Representative and three at large members who shall be elected by Session annually at its August meeting. At large members shall be appointed for a three year term and eligible to serve a second three year term.

### Responsibilities:

1. The Committee shall prepare, with the help of the Church's Business Manager and Church Treasurer, a monthly report on the financial status of the Church and interpret that report for the Session.
2. The Committee shall develop the annual Operating Budget by:
  - a. soliciting from other Committee Chairs their projected budget (Sept)
  - b. compiling these requests into an estimated Expense budget (Oct)
  - c. presenting this estimated Expense budget to the Session (Nov)
  - d. using the results of the completed Stewardship Campaign to prepare an estimated *Income* budget (Nov)
  - e. recommending to Session how the estimated Expense budget should be reconciled with the estimated Income budget (Dec)
  - f. present the Session-approved operating budget to the Church at its annual Congregational Meeting in January.

This process shall be coordinated with the Commitment, Legacy and Endowment Committee's stewardship campaign.

3. Work with the Auditing Committee to review the financial records of the Church annually and consider the need for an independent audit by a certified public accounting firm at least once every five years.
4. Work collaboratively with the Commitment, Legacy and Endowment Committee, as required by the Silver Spring Legacy Funds Policies and Procedures.
5. Create/dissolve designated funds and memorial accounts, as needed.
6. Provide additional information/reports which might periodically be requested by the Session.

7. Perform reviews of non-budget expenses, making recommendations and/or decisions about funds to be tapped for such expenses. Revise the budget, as needed.
8. Invest cash and funds of the church, including the Silver Spring Legacy Funds, and provide direction to the Treasurer and Business Manager or alternate's work in reporting/recordkeeping and financial activity.
9. Coordinate the weekly counting teams.
10. Prepare the Committee's annual budget.

## INFORMATION TECHNOLOGY (IT) COMMITTEE

### Purpose:

Working with the church staff and appropriate suppliers and contractors, ensure the proper technology infrastructure is in place to facilitate maintenance of, and access to, information in an electronic form for the use of the staff, Session, committees, deacons, active members, guests and the community.

Book of Order Reference: G-3.0109

### Description:

The Information Technology Committee shall be chaired by one Ruling Elder currently serving on Session. One or more representatives from the Building and Grounds Committee shall sit on the committee. Active Members of the Congregation can be appointed to the Committee by the Chair.

### Responsibilities (working with the church staff and suppliers/contractors):

1. “Core” Information Systems – Maintain and keep updated the church’s primary administrative systems: ACS, email, Access ACS, and others.
2. Internet Presence – Working with church committees and staff, keep the silverspring.org website and Silver Spring Facebook page up-to-date in order to provide useful information for staff, active members of the church, visitors to the area and prospective members.
3. Voice and Data Communications and Network – Ensure voice and data communication networks are in place that facilitate effective sharing of information among and between staff, active members, committees, Session, Deacons and the community. Provide the ability for staff, members and guests to access the Internet (wired and wirelessly) while in the appropriate buildings on our property.
4. Staff Communication Devices – working with the Personnel Committee, establish and support policies that ensure each church staff member has the appropriate type of device (laptop, desktop, Smartphone, etc.) to properly access the necessary information systems (data and voice) and carry out the duties of their position.
5. Output Devices – ensure the appropriate systems are in place to allow for hardcopy output to be created/printed/copied by staff and active members.

6. Security – ensure proper security safeguards are in place to allow for appropriate access to information.
7. Suppliers – Work with hardware, software and services suppliers to ensure the proper information technology infrastructure is in place and kept updated in a safe, secure and cost-effective manner.
8. Backup and Restore – Ensure the proper systems and procedures are in place to back up vital church information so that it can be restored in the event of a component failure or disaster.
9. Prepare the Committee’s annual budget.
10. As needed, recommend individuals to the Nominating Committee to be considered for nomination to serve as a Ruling Elder of Session and Chair of the Information Technology Committee.



## MEMBERSHIP COMMITTEE

### Purposes:

- Help newcomers navigate their entry into church membership
- Ensure that all members of the church know it matters whether or not they are present and involved
- Audit and maintain the church's membership roles
- Facilitate communication of the church's work and mission between our leaders, members and with our larger community.

Book of Order Reference: G-1.03, G-1.04

### Description:

The Membership Committee shall be co-chaired by two Ruling Elders currently serving on Session. Representatives from the Board of Deacons shall sit on the committee. Active members of the congregation can be appointed to the committee by the co-chairs.

### Responsibilities:

1. Make contact with residents of the Mechanicsburg area specifically and the Capital area generally who are either un-churched or searching for a church home and share with them some way in which the church has helped us sense God and respond to God in our everyday lives.
2. Oversee church marketing and advertising in and through various media.
3. Create and staff a means to greet newcomers on Sunday mornings.
4. Plan and offer a "Prospective Members Seminar" where newcomers can learn of the church's mission and goals, what it means to be a Presbyterian, and interact with the church's members, leaders, and Teaching Elders (Pastors) so they can make an informed decision regarding church membership.

Via a seminar, meet and greet other new members to learn history of the Presbyterian Church as a whole and Silver Spring Presbyterian in specific.

5. Help the congregation assimilate new members by introducing them to committee chairs, small group leaders, circle leaders, choir director(s) and others in church leadership roles.

6. Annually review the church's active membership roll and bring to Session a recommendation regarding names of members to be removed.
7. Prepare (with the help of the church office staff and the Clerk of Session) the annual statistical report to be submitted in January to the Presbytery of Carlisle and the General Assembly of the denomination.
8. Coordinate with the church office staff the preservation and maintenance of the important statistical data/records of the congregation.
9. Provide to the congregation and leadership a directory of church members, including pictures and current, accurate contact information.
10. Prepare the committee's annual budget.
11. As needed, recommend individuals to the Nominating Committee to be considered for nomination to serve as a Ruling Elder of Session and co-chair of the Membership Committee.

## MISSION COMMITTEE

### Silver Spring MISSION COMMITTEE Mission Statement

Together, we are the Body of Christ. As a church, we strive to...

Think with the Mind of Christ,

Love with the Heart of Christ,

Serve with the Hands of Christ,

Be Led by the Word of Christ:

“The Spirit of the Lord is upon me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord’s favor.” Luke 4: 18-19

We do this by feeding the hungry.

Housing the homeless.

Tending to those most vulnerable in society.

Advocating for peace and justice in our community and in the world.

#### Purpose:

To guide Silver Spring members and friends in responding to the multitude of local, national, and global needs and hurts of the human family.

Book of Order Reference: G-3.0101

#### Description:

The Mission Committee shall be Co-Chaired by two Active Elders on Session. Active Members of the Congregation can be appointed to the Committee by the Co-Chairs. The Co-Chairs can appoint active members of the congregation to the committee.

#### Responsibilities:

The Mission Committee shall:

- 1) Recommend to Session a proposed Mission Budget and based on the Approved Church’s Operating Budget, determine the distribution of benevolence funds to local, national and international mission projects.
- 2) Maintain contact with each agency supported by Silver Spring and determine how the Mission Committee can help meet that agency’s needs and, upon recommendation by the Committee, inform the congregation of those needs through articles in the newsletter and occasional “Minutes for Mission” in the regular Sunday morning worship services.

- 3) Organize the annual collection of the five special denominational offerings in the regular Sunday-morning worship services, making clear to the congregation the purposes of these offerings:
  - Mission Offering (January)
  - One Great Hour of Sharing (Palm Sunday)
  - Pentecost (May)
  - Peace Making Offering (October)
  - Christmas Joy offering (December)
- 4) Educate the congregation about those portions of its weekly/monthly financial gifts which go to support the higher Presbyterian judicatories of Presbytery, Synod, and General Assembly.
- 5) Invite available missionaries/mission workers to speak/preach at Silver Spring on Mission Sunday.
- 6) Coordinate hands-on mission activities locally, regionally, nationally, and internationally.
- 7) Coordinate the work of the South Africa Partnership Committee with our sister church in South Africa and with outreach programs to foreign mission fields
- 8) Coordinate with the Worship Committee the worship services for Mission Sunday.
- 9) As needed, recommend individuals to the Nominating Committee to be considered for nomination to serve as an Active Elder of Session and Co-Chair of the Mission Committee.

## NOMINATING COMMITTEE

### Purpose:

The Nominating Committee shall:

- 1) Annually nominate to the church congregation candidates for the positions of Elder, Deacon, and At Large Members of the Nominating Committee.
- 2) Annually nominate to the Session candidates for the positions of Clerk of Session, Treasurer, Assistant Treasurer, Auditing Committee, and At Large Members of the Finance Committee.
- 3) Assist the pastors in providing the training necessary to develop the leadership skills of the above mentioned officers and at large members.

Book of Order Reference: G-2.0401

### Description:

The Nominating Committee is defined by the Book of Order and the Church By-Laws. Two active Elders shall serve as Co-Chairs for this Committee.

### Responsibilities:

1. The Nominating Committee shall:
  - a.) Determine if any active Elders, Deacons, At Large Members, or Auditing Committee Members are eligible to serve a consecutive term. The Committee at their discretion and with guidance from the Pastors may determine not to ask an officer to serve a consecutive term. The Clerk of Session, Treasurer, Assistant Treasurer have no consecutive term restrictions and thus are always eligible.
  - b.) Solicit from the various committee chairs the names of those individuals currently serving on their committees who have shown leadership capability.
  - c.) Solicit from the congregation the names of potential officers.
  - d.) Evaluate individuals whose names were received to determine if capable of serving in one of the above-mentioned positions.
  - e.) Request permission from those chosen individuals to place their names in nomination.
  - f.) Present to the congregation the slate of nominees for Elder, Deacon, and At Large Members of the Nominating Committee for a congregational vote.
  - g.) Coordinate with the Session and Pastors in calling a Congregational meeting for the purpose of electing new Elders, Deacons, and At Large Members of the Nominating Committee.

- h.) Submit Motions to Session annually at its August meeting the Committee's nominations for Clerk of Session, Auditing Committee, Treasurer, Assistant Treasurer and At Large Members of the Finance Committee.
  - i.) Repeat the above process for any vacancies which may occur during the year.
2. In addition, the Nominating Committee will assist the Pastors with the following activities:
- a.) Coordinate with the Pastors training and orientation for new officers.
  - b.) Coordinate with the Pastors an examination by Session which will satisfy the Book of Order requirement G-2.0402.
  - c.) Coordinate with the Pastors a ceremony of Ordination/Installations to be held during a regular Sunday morning worship service.
  - d.) Coordinate with the Pastors a make-up ceremony of Ordination/Installation to be held during a regular Sunday morning worship service for those who could not be present at the first ceremony. In certain circumstances, this ceremony of Ordination/Installation may be held during a regular Session or Deacon meeting.
  - e.) Present to the congregation nominees for Pastor Nominating Committees and Associate Pastor Nominating Committees as needed.
  - f.) Develop programs to enhance current and potential church leadership capabilities related to church leadership.
  - g.) Prepare the Committee's annual budget.
  - h.) Recommend individuals to the Committee to be considered for nomination to serve as Elder, Deacon, At Large Members, Clerk of Session, Treasurer, Assistant Treasurer or Auditing Committee.
3. The Youth Advisory Delegate to Session will be mentored by a Ruling Elder during his/her time on Session. We will assign a Ruling Elder to be a mentor.
4. Any spouse or family member of a Nominating Committee member may not be nominated by that committee member. If, however, a family member is nominated by a member of the congregation, the committee member must recuse themselves, and leave the room during discussion of the nominee.

## PERSONNEL COMMITTEE

### Purpose:

To facilitate and evaluate the work of the Church's paid staff.

Book of Order Reference: G-3.0109, G-3.0103, F-1.0403

### Description:

The Personnel Committee is an oversight committee for all non-clergy church staff, and oversees Fee for Service positions with the requesting committee of Session. The committee members shall be:

<u>Member</u>	<u>Number</u>	<u>Voice and Vote</u>
Co-chair Active Ruling Elder	2	yes
Head of Staff	1	yes (Book of Order G3.0201)
Member-at-Large	3	yes

### Responsibilities:

1. Coordinate with the Head of Staff to review all non-clergy church staff job descriptions, and create new or revised job descriptions as needed
  - a. Clergy job descriptions are developed in collaboration between the ordained pastoral staff, Personnel Committee and the PNC/APNC, and approved by Session
  - b. Preschool job descriptions are developed by the Preschool Director in consultation with the Personnel and Head of Staff and are approved by Session.
2. Recommend to Session appropriate levels of compensation for the pastors and non-clergy church staff, following a review with the Head of Staff.
3. Recommend to Session the preschool salary schedule as developed by the Preschool Director with approval from the Head of Staff.
4. Review the Preschool tuition and annual school budget developed by the Preschool Director and review them with the Finance Committee prior to submission to Session for approval.
5. Prepare the Committee's annual budget.
6. Review and recommend to Session staff benefit options during open enrollment.
7. Present the recommended Terms of Call at the Annual Congregational Meeting.
8. Prepare a yearly overview of the committee's main actions for the congregational annual report.
9. Oversee administrative expenses, excluding the IT equipment, for the church office with assistance from the Business Manager and Office Manager.
10. Coordinate with the Head of Staff the hiring to fill staff vacancies or newly created positions with the assistance and or input of an appropriate committee.
11. Maintain a Session-approved Employee Handbook.
12. Help mediate, in conjunction with the Head of Staff and/or Clerk of Session, any

difficulties which might arise in the relations between non-clergy staff members and parishioners.

13. Help mediate, in conjunction with the Head of Staff, any difficulties which might arise in the relations between members of the church staff.
14. On an ongoing basis, Personnel Committee forwards to Head of Staff any congregational or staff feedback and concerns regarding personnel matters.
15. Personnel Committee schedules and conducts an annual review of Head of Staff.
16. Maintain a policy for Independent Contractors and coordinate with the appropriate committee chairs who have oversight of the service provided. Maintain a current and detailed list of Independent Contractors by committee.

### **Annual Performance Evaluation Process (for all except preschool teachers and aides):**

By early September, HOS distributes the current Employee Handbook, Self-evaluation Forms and Job Descriptions to all employees. For those employees supervising other staff, HOS also provides a Review template and instructions.

All employees being reviewed schedule a review time with their supervisor. Personnel Committee co-chairs sit in for HOS' review of the Associate Pastor. All reviews are to be completed by early October prior to the October Personnel Committee meeting.

#### Review Process:

##### A. Prior to the Review

1. One week prior to each review, the employee being reviewed forwards the completed Self-evaluation to his/her supervisor as a Word document.
2. Prior to the review, the supervisor completes the Supervisor Review as a Word doc (using the Supervisor Review TEMPLATE doc saved as "Supervisor Review – [employee last name]" when completed).

##### B. During Review

- At the review, the supervisor meets individually with each employee:
- Reviews with him/her and compares the self-evaluation and supervisor evaluation forms. Both supervisor and employee sign and date both forms.
- Together they agree on final evaluation form and goals for the coming year. Supervisor creates a Word doc called "Supervisor Review FINAL – [employee last name]", prints it out and both sign and date it.
- Together they review a hard copy of the Job Description noting in ink any suggested changes. Both sign and date the Job Description.
- Employee signs and dates the last page of the Employee Handbook.

##### C. Post-review

- Supervisor forwards to HOS the following:
  - Employee Self-evaluation (as a Word doc and a signed hard copy)
  - Supervisor Evaluation (as both a Word doc and signed hard copy)
  - Supervisor Evaluation FINAL (as both a Word doc and signed hard copy)
  - Job Description (as a signed hard copy with any suggested changes noted)
  - Signed last page of the Employee Handbook ("Acknowledgement").



- At the October-Personnel Committee meeting, HOS verbally reports on the performance review conversations, and provides updated, signed job descriptions for each employee.
- HOS maintains the Personnel folder for each employee. It should include signed hard copies of documents and any communications regarding performance issues or special commendations.

## WORSHIP COMMITTEE

### Purpose:

To help Silver Spring members and others brought to our place of worship address our need to worship and sing praise to God.

Book of Order Reference: W-1.0000 – W-4.0000

### Description:

The Worship Committee shall be Co-Chaired by two Active Elders on Session. Representatives from the Board of Deacons, and the Pastor shall sit on the committee. Active Members of the Congregation can be appointed to the Committee by the Co-Chairs.

### Responsibilities:

1. Oversee the regular Sunday-morning worship services by:
  - a) Training and scheduling acolytes.
  - b) Training and scheduling ushers.
  - c) Organizing the sacrament of the Lord's Supper.
  - d) Training and scheduling Elders & Deacons to serve the elements.
  - e) Preparing the elements of bread and cup and cleaning up afterwards.
  - f) Helping with the sacrament of Baptism by securing a volunteer to craft the baptismal banners given to families of the children to be baptized, coordinate with the ushers to reserve seats for family and special visitors, preparing baptismal basin, and emptying the water from the baptismal basin afterwards.
  - g) Coordinate the worship service with guest pastors/speakers by familiarizing him/her with Silver Spring's Order of Worship, assisting him/her in leading the service, and arranging payment of an honorarium,
  - h) Overseeing special seasonal worship services by coordinating with the pastors and musicians and enlisting participants when necessary for:
    - Mid-week Advent services
    - Christmas Eve
    - Ash Wednesday
    - Mid-week Lenten services
    - Maundy Thursday
    - Good Friday
    - Easter Sunrise
  - i) Coordinating weekly and seasonal decorations in the Sanctuary and Church property.

- j) Organize the weekly set up and tear down for the Gathering service in the gym. Arrange in a timely manner the chairs, table, music equipment, and worship stations to make the Gathering service an inviting place to worship.
  - k) Coordinating with the Music Director to provide training on musical instruments used for worship.
  - l) Overseeing the annual Live Nativity event
2. Overseeing wedding ceremonies through volunteer Wedding Coordinators.
  3. Assisting the Personnel Committee in hiring, reviewing and evaluating the worship leadership staff which includes the Pastors, Director of Music, Children's Choir Director, Organist and the Audio and Worship Technology Specialist.
  4. Prepare the Committee's annual budget.
  5. As needed, recommend individuals to the Nominating Committee to be considered for nomination to serve as an Active Elder of Session and Co-Chair of the Worship Committee.

## **CHURCH LEADERS**

(as of June 2023)

### **SESSION/TRUSTEES**

#### **Class of 2024**

John Ake (Buildings & Grounds)  
Carol Bogar (Worship)  
Kris Carpinello (Nominating)  
Gary Hollinger (Finance)  
Emily Krebs (Personnel)  
Scott Pepperman (Christian Ed.)  
Bill Resser (Commitment)  
Brady Miller (Youth Session Rep.)

#### **Class of 2025**

Forrest Adams (Personnel)  
Drew Crompton (Christian Ed.)  
Bethany Kavulich (Worship)  
Diane Lupia (Nominating)  
Susan Neville (Membership)  
Fred Shatto (Mission)

#### **Class of 2026**

Jim Anderson (Commitment)  
Bob Davis (Membership)  
Alan Flenner (Buildings & Grounds)  
Ellen Frey (Fellowship)  
Gary Karkuff (Finance)  
Cheryl Moore (Mission)  
Carol Service (Fellowship)  
Bill Vipperman (I.T.)

Rev. Donald B. Wahlig, Senior Pastor/Head of Staff

Rev. Lisa S. Chase, Associate Pastor

John Carroll, Clerk of Session

### **DEACONS**

#### **Class of 2024**

Linda Adams (Vice Moderator)  
Claudia Brown  
Cindy Corbin  
Charlie Dagino  
Susan Evans (Treasurer)  
Angie Katzenstein  
Shannon Leary  
Christa Lenk  
Shawn Marshall (Moderator)  
Heather McCarthy  
Melanie Pepperman  
Deb Pfaff  
John Shoop  
Mary Jane Voigt  
Matthew Wieseman  
Nick Pierce – Youth Deacon

#### **Class of 2025**

Megan Crompton  
Roxanne Dagino  
Ashley Dierich  
Holly Lawrence (Secretary)  
Chris Sebring

**ELDERS**  
**(By Committee)**

- 5. Buildings and Grounds – John Ake, Alan Flenner**
- 6. Christian Education – Scott Pepperman, Drew Crompton**
- 7. Commitment, Legacy and Endowment – Jim Anderson, Bill Resser**
- 8. Fellowship – Ellen Frey, Carol Service**
- 9. Finance – Gary Hollinger, Gary Karkuff**
- 10. IT – Bill Vipperman**
- 11. Membership – Susan Neville, Bob Davis**
- 12. Mission – Fred Shatto, Cheryl Moore**
- 13. Nominating – Kris Carpinello, Diane Lupia**
- 14. Personnel – Emily Krebs, Forrest Adams**
- 15. Worship – Carol Bogar, Bethany Kavulich**

## CHURCH OFFICE INFORMATION FOR LEADERS

### 1. MAILBOXES

You each have a mailbox in the hallway outside the church office. **PLEASE CHECK IT on a regular basis.** (Mail will be in the box BELOW your Committee's name.) It would be wise to develop the habit of checking your box weekly. Occasionally, you may find requisitions awaiting approval from a committee chairperson. Reimbursement checks cannot be cut until a signed requisition is submitted to the Business Manager.

### 2. DEADLINES

Information for the Sunday weekly announcements is due by noon on Thursday. You may drop information off in the church office, phone it in (717-766-0204) or email it to [priscillab@silverspring.org](mailto:priscillab@silverspring.org).

### 3. OFFICE HOURS

8:00 am – 4:00 pm weekdays

### 4. INVOICES

The Finance Committee requires that an **approved** requisition be turned in for **all** expenses. Blank requisition forms can be found in the hallway mail slot below the Business Manager's, along with PA State sales tax exempt forms.

Each time the Business Manager prepares a check for reimbursement or for payment of an invoice, a signed requisition must be attached to the receipt or invoice. This especially includes any items purchased on credit, such as John Gross, Karns, Visa, etc. For anything that is charged, receipts should be given to the appropriate committee chairperson. After a requisition is completed and approved, it should then be placed in the Business Manager's mail slot.

It is also very important to include the appropriate general ledger account number on the requisition that should be used to offset the expense.

**Please pass this information along to any individuals who may be making purchases on your committee's behalf.**

### 5. SESSION PACKETS

Session packets will be emailed to you prior to the next Session meeting. Please print the documents you wish to have in front of you at the meeting, as the church office will not be providing handouts for everyone.

## 6. COMMITTEES

Please notify the office of your regular committee meeting time and place so that it can be noted on the calendar and thereby avoid conflicts of building use.

You may occasionally need to send postcards or notices to other Committee members or call them for information. The office staff is willing to help with these jobs. Since daily schedules and workloads can vary greatly, however, we ask that you give them several days' notice to complete the task. Please notify the office of who is serving on your committee.

## 7. FINANCIAL REPORTS

In each month's Session packet, you will receive a summary of **church-wide** financial activity for that month. Financial reports specifically related to your Committee will be sent to you by email. If you have questions about any of the financial activity of your Committee (annual budget, remaining budget, particular expenses, etc.), please call the Business Manager.

## 8. ANNOUNCEMENTS

Often Committee Chairs want announcements concerning their Committee's activities included in the Sunday announcements and/or the monthly newsletter. Please make clear to the office staff exactly how you want an article/announcement to appear, realizing that your material may need to be edited to fit the space restrictions of our worship bulletin and newsletter. Please submit your articles/announcements IN WRITTEN FORM. The office staff are not always as conversant with church issues and information as members assume, and your information will be publicized more accurately if you WRITE IT OUT for the office staff.

Please give us your comments or suggestions for ways we can help you. Thank you!

## USHER GUIDELINES

As an usher, you serve as a special person for our church. Your reception and assistance to worshipers in the Meeting House sets the tone for their worship. Please provide for them, as you would like someone to do for you.

### **PRIOR TO WORSHIP**

1. Arrive at least **20 minutes** prior to the Worship Service.
2. Pin on name tags found on windowsills or use your own.
3. Turn on lights (inside cellar door on G. Place side).
4. Large print Bibles and hymnals are available on the windowsills.
5. Two listening assist devices are located on each windowsill.
6. **Greet worshipers, hand them a bulletin and cheerfully encourage them to find their own seats.** Worshipers are not to sit in rows with “RESERVED” signs on pew doors. There are also **age-appropriate yellow and blue bulletins for children** and copies of the announcements.
7. Assist the acolyte if needed. The Worship Committee is encouraging more children to participate in this program. Please encourage them and praise their efforts.
8. **DOWNSTAIRS GATHERING PLACE SIDE USHERS ONLY:** Check the candle wicks to make sure the wicks are easy to light and **light the candle in the front window** next to the pulpit stairs (to be used by the acolyte to light the other candles). If no acolyte is listed in the bulletin, light the candles when the organist begins to play.
9. **9:00 DOWNSTAIRS USHERS:** Please take all altar flowers to the parlor kitchen immediately after the service (refer to the hot pink paper in your usher letter).

### **DURING WORSHIP SERVICE**

10. Late arriving worshipers may be seated at any time during the opening of the worship service, except during corporate prayer.
11. Downstairs ushers no longer go to the front chancel before collection. Simply start to collect when the music begins. Do not open pew doors. Wait at the back until everyone has finished and the balcony ushers have brought the offering down. **When all ushers are ready, an usher on the G. Place side will alert the organist by pressing the red “button for organist” located near the thermostat.** The downstairs ushers will then proceed to the front chancel for the Doxology and the blessing of the gifts. **This includes Communion Sundays. Be sure to include the choir. Balcony ushers** will circulate the plates provided and bring the offering down to be added to the offering downstairs.
12. **Count the worshipers on your side including the pastors, organist, choir members, yourselves and anyone assisting. Make sure every person in the church is counted.**
13. Greet worshipers as they exit the Meeting House.



### **FOLLOWING THE WORSHIP SERVICE**

14. **Enter the count and the weather conditions for that day in the book found on the G. Place side windowsill. List the count as follows: 1) date, 2) first floor count, 3) balcony count and 4) total for the service.**
15. Pick up all completed friendship sheets from each pew and any stray bulletins after the service and take them to the church office.
16. Check all candles to be sure they are extinguished.
17. Return name tags to the office. Recycle all leftover bulletins in the recycle box on the floor located in the work/copier room in the office.
18. Check to make sure the offering has been taken from the Meeting House by an Elder. In the event it has not been taken, contact a current Elder to attend to the money. If there are no Elders, find the pastor and advise him/her of the situation.
19. Any questions or suggestions should be given to the Worship Elders or the Usher Coordinator (see contact information below).

### **S.S.P.C. PROCEDURES FOR HEALTH RELATED EMERGENCIES**

20. Please be aware of and review the laminated sheet in the windowsills of the Meeting House. This sheet gives detailed instructions on how ushers should respond to a medically related emergency during the worship service.
21. Any questions or concerns should be directed to Barbara Shoun, Parish Nurse/Health Ministries Coordinator.

**Regarding Baptisms**, if necessary: If the water jug on the altar does not contain spring water on the morning a baptism is scheduled, check the little kitchen for the jug of thawed spring water and add some to the water jug prior to the start of the service.

Also, adjust the blinds to the Gathering Place side of the Meeting House so that early morning sun does not come in and blind the pastor during the service.

THANK YOU SO MUCH FOR BEING A VERY IMPORTANT PART OF OUR WORSHIP SERVICE.

Worship Elders: Carol Bogar (717-697-8922) and Bethany Kavulich (717-961-1145)  
(revised 4/9/19)

## THE SESSION AND THE PRESBYTERY

### A. Organization of the Presbytery

#### 1. Standing Rules of Presbytery

The standing rules of the Presbytery of Carlisle are to be found in the Presbytery's LEADERSHIP HANDBOOK. This can be found online at [www.carlislepby.org](http://www.carlislepby.org) under the "About Us" tab.

#### 2. Presbytery Organization

The function and responsibilities of many of the bodies and committees on the organizational chart are defined in the MANUAL.

#### 3. Presbytery Directory

Every pastor and each Clerk of Session can obtain a copy of the new Directory at the April meeting of Presbytery or by contacting the Presbytery office. Directories are updated and available each spring.

### B. Elder Commissioners to Presbytery

See: G-3.0202

#### 1. Commissioners

In our Presbyterian system, commissioners (lay and clergy) are uninstructed delegates to a higher governing body. They are selected on the basis of their Christian maturity, judgment and capacity to contribute to the decision-making of the higher governing body. In their deliberations and voting, they are not bound by a decision or a poll of sentiment of the body which elected them. They may well wish to solicit the counsel of the group which selected them, but their vote on issues is not limited to the expressed opinion of the elected body.

#### 2. Parity

See (G-3.0301)

Elder representation shall be as follows:

<u>Church Membership</u>	<u>Elders*</u>
0 - 500	1
501 - 1000	2
1001 - 1500	3
1501 - 2000	4
2001 +	5

\*By action of Presbytery to provide parity of ruling and teaching elders, each church in the Presbytery has been awarded one more elder than the number listed above.

3. **Reports to Session**

The Session should receive a report from its commissioner(s) of each Presbytery Meeting. A thorough, yet brief report would highlight:

- S significant actions taken by the Presbytery
- S summary of issues deliberated upon
- S policy decisions made
- S implications of Presbytery actions for the local church
- S concerns and opportunities for the local church opened through the Presbytery meeting
- S raising of consciousness of the local church's participation in the total ministry of the Church of Jesus Christ

C. **Reports to Presbytery**

1. **Annual report to General Assembly**

See: G-3.0108

Each Session reports annually, through the Presbytery Stated Clerk, to the General Assembly. These report forms are distributed to the churches in November. They are to be returned by a deadline established by the Stated Clerk of Presbytery.

If the report from the local church is not received by the deadline, the previous year's statistics are reported by the Presbytery Stated Clerk to the General Assembly.

**Session Approval:** The data required in the Annual Report is to be approved by the Session, not by the congregation. Therefore a Session meeting should be scheduled early in January, and the report forwarded before the congregational meeting.

2. **Self-allocations**

The Interpretation and Stewardship Committee each year requests every congregation to report a "Self-Allocation" pledge for General Mission for the coming year. This amount can be reported on the basis of Session action on a budget committee recommendation and does not require approval of the congregation before it is reported. This report is usually requested by January 15<sup>th</sup> so the Presbytery can report to General Assembly and Synod. If there are changes made, they can be reported later as amendments.

D. **Per Capita Apportionment**

The Per Capita Apportionment is the Presbyterian way of having each church member share in the costs of the Church's governing processes as exercised by the Presbytery, Synod and General Assembly.

**Determining a local congregation's per capita:**

Questions frequently arise on the manner of determining a given church's apportionment, and why "current" or "this year's membership figures are not employed.

The current year Per Capita Apportionment is established late in the prior year by the Presbytery, Synod and General Assembly, using the figures published most recently in General Assembly's statistical report.

E. **Nominations to Presbytery Divisions**

Suggested nominees to the divisions, committees and bodies of Presbytery are solicited and encouraged by the Nominating Committee. Sessions, Clerks of Session and Pastors are encouraged to submit the names of persons from the local churches for consideration. In November of each year, the Nominating Committee finalizes its slate of officers for election in January of the new year. Suggestions should give the person's name, address, church, a brief description of his/her previous work in the Church, and the committee(s) of Presbytery for which he/she could be considered. Sessions are consider asking their Church Nominating Committee to assume this task as that Committee does its work for the local congregation.

F. **Session Communications to Presbytery**

Sessions may formally communicate with the Presbytery on issues, requests, petitions, etc. These communications may be directed to the appropriate Presbytery Committee chair, or to the Presbytery Stated Clerk for transmittal to the responsible committee.

G. **Building Programs, Sale or Purchase of Property, Mortgages or Loans**

Assistance is available from the Trustees of the Presbytery.

H. **Insurance**

Assistance and advice is available from the Trustees of the Presbytery.

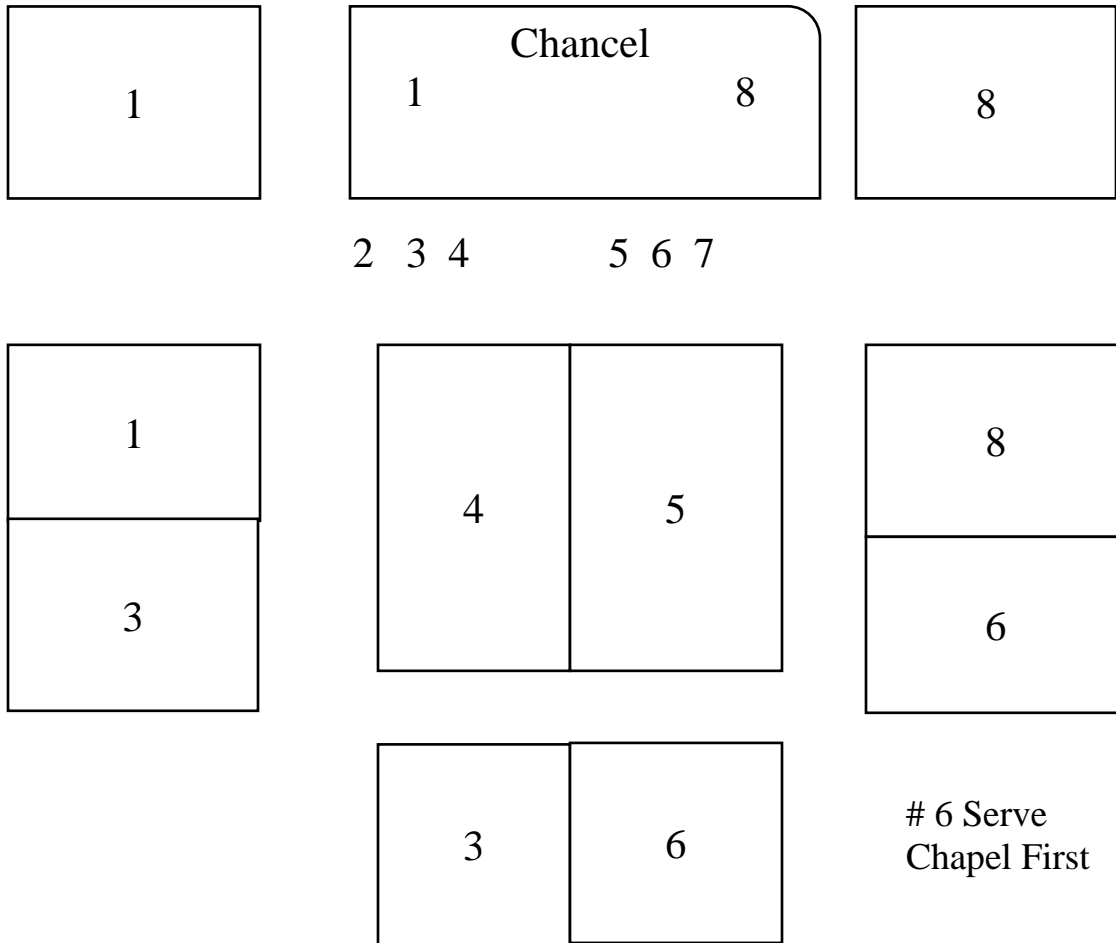
I. **Program Requests to Presbytery**

Any congregation may seek advice or consult directly on program matters with Presbytery staff or any of the Committees.

J. **Updating Clerks Handbook**

The LEADERSHIP HANDBOOK of the Presbytery of Carlisle is changed and /or updated from time to time. When such changes are made a copy is made available to pastors and Clerks of Session.

## COMMUNION ASSIGNMENTS



BALCONY 2

#2 Does Balcony on left side and back.

BALCONY 7

#7 Does Balcony on right side and back.

# 6 Serve  
Chapel First

### Please Remember

- 1) Move to the back of the church during hymn if seated in balcony.
  - 2) If on main floor, go to front from your seat when pastor invites you forward.
  - 3) Serve over pew doors.
  - 4) If you are finished with your section, please assist others who need help.
  - 5) After finished serving Gathering Side servers push button to notify Organist to stop playing.
- Do serve each other in the back

Communion Preparers will receive specific communion assignments prior to Communion Sunday. Please contact Carol Bogar or Bethany Kavulich if you have any questions.