

# The Preamble

1. The objective of the team reorganization is to bring the affairs of the church under the supervision of Session.
2. The Pastor is ex-officio member without vote of all teams. The Director of Faith Formation is an ex-officio member without vote of the Christian Education & Discipleship Team. The Director of Music is an ex-officio member without vote of the Worship, Music & Arts Team.

# The Bylaws

1. The Pioneer Memorial Presbyterian Church of Solon, Ohio being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church, is in all its provisions, obligatory upon it and its members. [1. INCORPORATION, b]
2. There shall be an annual meeting of the congregation in the church edifice on either the last Sunday in January or the first Sunday in February, as determined by Session, for the transaction of any business properly coming before such a meeting. A second meeting shall be held in June or July as determined by Session for the purpose of electing officers and for the transaction of any business properly coming before such meeting. [1. INCORPORATION, d, i]
3. Special meetings may be called by the session or the presbytery. Such calls shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered. [1. INCORPORATION, d, ii]
4. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on two consecutive Sundays prior to the appointed time, with the meeting possibly taking place on the second of those Sundays. (G-1.0502) [1. INCORPORATION, d, iv]
5. The pastor shall preside at the congregational meeting. If the church is vacant, or if the pastor and the ruling elders agree that the subjects to be discussed require it, or if the pastor is ill or otherwise unable to be present, a minister of the Presbytery of the Western Reserve shall be invited by the session to preside. This invitation shall be cleared through the Committee on Ministry of the Presbytery of the Western Reserve.
6. The clerk of session shall serve as the secretary of the corporation (G-1.0505), and represent the church as statutory agent as required by State of Ohio Corporation. In his/her inability to attend the meeting of the congregation, the session shall designate a secretary in his/her stead. [1. INCORPORATION, c]
7. All communicant members in good and regular standing shall be entitled to vote at congregational meetings. Only communicant members of a particular church shall be entitled to vote at meetings of the church corporation.
8. Voting by proxy is not allowed.
9. Meetings shall be conducted in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the most recent edition of Robert's Rules of Order Newly Revised. (G-3.0105) [1. INCORPORATION, d, vi]
10. All meetings shall be opened and closed with prayer. [1. INCORPORATION, d, vi]
11. For congregational meetings, a quorum shall consist of the moderator, secretary, and 10% of the eligible voters. [1. INCORPORATION, d, iii]

12. There shall be 12 ruling elders divided into three equal classes. The size of the session shall be evaluated periodically and shall depend on the population of members on the active membership roll. Each year at a congregational meeting, one class of elders shall be elected for a three-year term. No ruling elder shall serve on the session for more than six consecutive years. After six consecutive years of service, a ruling elder shall be ineligible to be installed to a new term until one year has elapsed. After the June/July congregational meeting to elect officers, training shall be carried out during August, September and/or October; officers-elect shall be examined by the session at the November meeting, with ordination/installation taking place subsequent to that meeting. [2. ORGANIZATION OF THE CONGREGATION, c, i and v; 2. ORGANIZATION OF THE CONGREGATION, b, 6]
13. The ruling elders on the session of a congregation, who are eligible under the civil law, shall be the trustees of the corporation, unless the corporation shall determine another method for electing its trustees. (G-4.0102) [1. INCORPORATION, c]
14. There shall be 12 deacons divided into three equal classes. The size of the Deacon Board shall be evaluated periodically and shall depend on the population of members on the active membership roll. Each year at a congregational meeting, one class of deacons shall be elected for a three-year term. No deacon shall serve on the Deacon Board for more than six consecutive years. After six consecutive years of service, a deacon shall be ineligible to be installed to a new term until one year has elapsed. [2. ORGANIZATION OF CONGREGATION, d, i and iv] The congregation may elect up to two (2) young people, who are members of the church, to serve a one-year term as "youth members" of the Board of Deacons, and they shall be elected each year at the time other deacons are elected and may serve a school-year term.
15. Vacancies on the session or board of deacons may be filled at a special meeting of the congregation or at an annual meeting, as the session may determine.
16. There shall be a representative nominating committee chosen in accordance with the Form of Government (See 2. ORGANIZATION OF THE CONGREGATION, b. Congregational Nominating Team). This committee shall bring to the special and/or annual meeting nominations of one eligible person only for each office to be filled. Additional nominations of qualified persons may be made from the floor by any eligible voter. (G-2.0401)
17. The above rules are based on the Constitution of the PC (U.S.A.) and may be amended only as therein permissible providing public notice of the time, place, and proposed change(s) on two consecutive Sundays prior to the appointed time, with the meeting possibly taking place on the second of those Sundays; and providing affirmative vote by 2/3 of eligible voters present.

Bylaws were adopted by the congregation at the Congregational Meeting on January 30, 1966.

Revised - #11, March 15, 1970

Revised - #12, October 17, 1971

Revised - #12, October 21, 1973

Revised - #12, 13, February 9, 1975

Revised - #13, June 24, 1979

Revised - #12, 13, 15, April 29, 1984

Revised - #2, December 1, 1991

Revised - #12, 13, February 2, 1992

Revised - 1995?

Revised - #2, 12, 13, 14, 16, 17, September 25, 2005

# Design for Ministry

## 1. INCORPORATION

- a. The Pioneer Memorial Presbyterian Church is incorporated under the laws of the State of Ohio. The Certificate of Continued Existence is renewed every five years. The effective date of the most recent renewal was April 15, 2013. (G-4.0101)
- b. The Pioneer Memorial Presbyterian Church of Solon, Ohio, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church, is in all its provisions, obligatory upon it and its members. <sup>1</sup>
- c. The ruling elders on the session of a congregation, who are eligible under the civil law, shall be the trustees of the corporation, unless the corporation shall determine another method for electing its trustees. (G-4.0102) <sup>2</sup> The clerk of session shall serve as secretary of the corporation (G-1.0505), and represent the church as statutory agent as required by State of Ohio Corporation<sup>3</sup>. The treasurer shall serve as treasurer of the corporation. The moderator of session shall serve as the moderator of the corporation, without vote. (G-1.0504) The term, “corporation,” shall be interpreted to mean all members of the congregation who are of legal age.
- d. Meetings of the Congregation/Corporation (G-1.05)
  - i. There shall be an annual meeting of the congregation in the church edifice on either the last Sunday in January or the first Sunday in February, as determined by Session, for the transaction of any business properly coming before such a meeting. A second meeting shall be held in June or July, as determined by Session, for the purpose of electing officers and for the transaction of any business properly coming before such meeting. <sup>4</sup>
  - ii. Special meetings may be called by the session or the presbytery. Such calls shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered. <sup>5</sup> (G-1.0501)
  - iii. A quorum shall consist of the moderator, secretary and 10% of the eligible voters. <sup>6</sup>
  - iv. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on two consecutive Sundays prior to the appointed time, with the meeting possibly taking place on the second of those Sundays. <sup>7</sup> (G-1.0502)
  - v. Business at congregational meetings shall be limited to matters relating to the following: (G-1.0503)
    - electing of ruling elders, deacons, and trustees;
    - calling a pastor, co-pastor, or associate pastor;
    - changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or

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<sup>1</sup> Bylaw 1

<sup>2</sup> Bylaw 13

<sup>3</sup> Part of bylaw 6

<sup>4</sup> Bylaw 2

<sup>5</sup> Bylaw 3

<sup>6</sup> Bylaw 11

<sup>7</sup> Bylaw 4

pastors, or requesting, consenting to, or declining to consent to dissolution;

- buying, mortgaging, or selling real property;
- requesting the presbytery to grant an exemption as permitted in the Constitution; (G-2.0404)
- approving a plan for the creation of a joint congregational witness or amending or dissolving the joint congregational witness.

Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting.

- vi. Meetings shall be opened and closed with prayer. <sup>8</sup> Meetings shall be conducted in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the most recent edition of Robert's Rules of Order Newly Revised. <sup>9</sup> (G-3.0105)

## 2. ORGANIZATION OF THE CONGREGATION

### a. Membership Categories

- i. Baptized (G-1.0401)
- ii. Active (G-1.0402)
- iii. Affiliate (G-1.0403)
- iv. Other Participants/Inactive (G-1.0404). The rolls shall be reviewed and recommendations for membership categories made every two years. The session approved the move of 31 members to *Other Participants* in December 2012 and 68 members to *Other Participants* in December 2013. The next review of membership categories will take place in 2015 and every two years henceforth. (G-3.0204a)

### b. Congregational Nominating Team

Purpose: The purpose of the Congregational Nominating Team is to bring the congregation a slate of nominees for the offices of elder and deacon, following the instructions in The Book of Order (G-2.0401); to assist the session and its teams by suggesting how particular members might serve the church in a variety of leadership roles; when needed, to nominate members for the Pastor Nominating Committee; to nominate the congregational members for the Congregational Nominating Team.

Composition of the Team: (G-2.0401) The team is composed of the following: two (2) members of the session, one of whom shall serve as the moderator; one (1) active deacon, selected by the Board of Deacons; four (4) persons at large from the congregation, elected for a one-year term at a congregational meeting on the last Sunday in January or the first Sunday in February. The pastor shall serve ex-officio and without vote. Every attempt will be made to have session members from two classes so that there will be a carryover of leadership and information. The elder in the second class will become chairperson in the second year. No member shall serve more than three consecutive years.

#### Specific Responsibilities:

1. Follow denomination and session guidelines on inclusiveness and representation; (F-1.0403 & G-2.0401)

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<sup>8</sup> Bylaw 10

<sup>9</sup> Bylaw 9

2. Using the time and talent information and any other information about the availability of persons for service, establish a “leadership pool,” from which may be drawn names of people suitable for church leadership and service;
3. When possible, match skills and interests with particular open positions;
4. Publish guidelines for elders and deacons, distributing them to the congregation, inviting members to suggest the names of persons for consideration in the nominating process;
5. Begin the selection process for elder/deacon nominees by March 1<sup>st</sup>, considering the names solicited from the congregation, as well as persons already included in the “leadership pool”;
6. Inform nominees of date of training and ordination/installation. After the June/July congregational meeting to elect officers, training shall be carried out during August, September and/or October; officers-elect shall be examined by the session at the November meeting, with ordination/installation taking place subsequent to that meeting.<sup>10</sup>
7. Publish the “slate” of nominees for elder/deacon, making it available for congregational study no less than one week prior to the congregational meeting for election;
8. Review the work of teams, in consultation with the session, carefully studying the nature of the positions, as well as the skills and interests of people available to fill them. In requesting that a person consider a particular office, always explain the specific duties involved, the approximate time required in service and the length of term to be filled.

c. Session (G-3.0202, G-3.0203, G-3.0104)

- i. There shall be 12 ruling elders divided into three equal classes. The size of the session shall be evaluated periodically and shall depend on the population of members on the active membership roll.<sup>11</sup>
- ii. Quorum for session meetings shall be two-thirds of its elders in current service. (G-3.0203)
- iii. Election of ruling elders. See “Nominating Team”, #6.
- iv. Installation and ordination of ruling elders. See “Nominating Team”, #6.
- v. Each year at a congregational meeting, one class of elders shall be elected for a three-year term. No ruling elder shall serve on the session for more than six consecutive years. After six consecutive years of service, a ruling elder shall be ineligible to be installed to a new term until one year has elapsed.<sup>12</sup>
- vi. Clerk of the Session. (G-3.0104) The clerk of the session shall be a ruling elder of the church, who may or may not be a current member of the session. The clerk shall be elected by the session annually and may be re-elected for one or more successive terms. The clerk of session has no authority to act officially on behalf of the session or the congregation without the explicit direction of the session, except in ceremonial or routine matters. The responsibilities of the clerk of the session can be found in the Book of Order. (G-3.0104)
- vii. The session shall meet in compliance with the Book of Order. (G-3.0203)
- viii. There shall be reasonable notice given of all special meetings. (G-3.0203)
- ix. Commissioner(s) to the Presbytery (G-3.0202)

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<sup>10</sup> Part of bylaw 12.

<sup>11</sup> Part of bylaw 12.

<sup>12</sup> Part of bylaw 12.

d. Deacons (G-2.0202)

- i. There shall be 12 deacons divided into three equal classes. The size of the Deacon Board shall be evaluated periodically and shall depend on the population of members on the active membership roll. <sup>13</sup>
- ii. Election of deacons. See "Nominating Team", #6.
- iii. Installation and ordination of deacons. See "Nominating Team", #6.
- iv. Each year at a congregational meeting, one class of deacons shall be elected for a three-year term. No deacon shall serve on the Deacon Board for more than six consecutive years. After six consecutive years of service, a deacon shall be ineligible to be installed to a new term until one year has elapsed. <sup>14</sup>
- v. The responsibilities of the Board of Deacons are outlined in the Book of Order. (G-2.02)

In order to carry out these responsibilities and duties, the Board of Deacons shall divide its work in the following manner:

- The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. (G-2.0201) The deacons are the hands and heart of the church in our ministry of caring.
- The session may from time to time define particular aspects of the deacons' work or make specific assignments as new needs arise.

Organization of the Board of Deacons

1. The deacons shall elect their own officers, which shall include a moderator, vice-moderator and secretary who will file the monthly minutes in the church office;
2. The deacons shall select one of their Board members to serve on the Congregational Nominating Team;
3. The deacons shall appoint on a rotating basis one of their members to attend monthly meetings of the session, reporting back to the deacons information that may affect their work;
4. The deacons are divided into three teams which rotate weekly as door greeters and monthly to prepare and serve communion. They shall arrange for elders and deacons to serve communion during worship.
5. The work of the deacons shall encompass the following duties, representing the ministry of compassion and service described in the purpose:
  - Individual care: cards; food; transportation; visit, phone or correspond with members who exhibit prolonged absences from worship, extending to them the love and friendship of the church (monitor quarterly); be responsible for the church's ministry to college-age members and others away for school or the military.
  - Congregational care: funeral receptions, preparation and serving of communion, other ministries that reflect the compassion of Jesus Christ, as they become apparent, as they may be assigned by the session, or as they may be requested by the pastor(s), such as regular visitation of shut-ins or the sick, homebound communion, ...

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<sup>13</sup> Part of bylaw 14.

<sup>14</sup> Part of bylaw 14.

e. Finances.

- i. Treasurer. (G-3.0205) The treasurer shall be elected by the session annually and may be re-elected for one or more successive terms. The treasurer shall monitor all income and expense accounts, sign appropriate vouchers, arrange for a monthly financial report for the session, sign checks that have been prepared for payment, be able to interpret financial reports to the session, and act as an agent of the session / trustees in exercising fiduciary responsibilities.
- ii. The session shall supervise the work of the treasurer or delegate that supervision to the Board of Deacons or trustees. (G-3.0205)
- iii. The Stewardship and Finance Team shall propose an annual church budget to the session, in coordination with the church treasurer, no later than the stated meeting of the session prior to the annual congregational meeting at which the budget is to be presented.
- iv. The budget shall be presented to the congregation at an annual meeting that shall take place on the last Sunday of January or the first Sunday of February.
- v. Audit / Financial Review (G-3.0113)  
A full financial review of all financial books/records shall be conducted every year by a public accountant or committee of members versed in accounting procedure. Reviewers should not be related to the treasurer. Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.

**3. POLICIES APPROVED BY THE SESSION (G-3.0106)**

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.

All councils shall adopt and implement a sexual misconduct policy.

A council may delegate aspects of its tasks to such entities as it deems appropriate, provided that those entities remain accountable to the council.

The administration of mission demonstrates the unity and interdependence of the church, in that councils share with one another responsibilities, rights, and powers. (F-3.0203) Through their members and elected commissioners, lower councils participate in planning and administration of the work of higher councils, and in consultation between bodies concerning mission, budget, staffing and fair employment practices, and matters of equitable compensation.

The funding of mission similarly demonstrates the unity and interdependence of the church. The failure of any part of the church to participate in the stewardship of the mission of the whole church diminishes that unity and interdependence. All mission funding should enable the church to give effective witness in the world to God's new

creation in Jesus Christ, and should strengthen the church's witness to the mission of God.

#### **4. STANDING TEAMS**

- Every active Elder will serve on at least one standing team.
- Each team shall have two elders from different classes, when possible.
- Additional members of the congregation will be recruited by the Elders of each team.
- Members nominated by the existing team will be placed in three classes. They can serve up to six years.
- Teams may create sub-committees or task forces, as needed.
- Teams may designate one person to have an area of key responsibility as long as decisions are made by the team.
- Each team will prepare a listing of any recommendations or information to be taken to Session.
- The chairperson will report to Session and will "move" any recommended action.
- The teams shall serve in an administrative capacity, leading the congregation in the mission and ministry of the church.
- Each team will prepare a listing of any recommendations or information to be taken to Session.

##### **a. The Community Life Team**

###### Purpose of the Team:

1. To keep track of individual church members through various systems and programs, making sure that members have had full opportunity for involvement, and that no member is forgotten or lost within the organizational life of the church;
2. To assist visitors and friends in the membership process, welcoming them into the congregation as new members and assisting with their integration into the life of the church;
3. To be responsible for providing opportunities for social and recreational contact among members of the congregation. The committee provides fellowship opportunities for members to come to know one another and to strengthen the feeling of church community.

###### Specific Responsibilities:

1. Maintain the church member picture board in the front lobby of the church building, including the responsibility for carrying out the process of photographing church members, and new members in particular. Develop a church pictorial directory, as needed.
2. Assist the pastor in providing Inquirers' Groups for prospective members:
  - a. Obtain a list of new member prospects from the church office;
  - b. Be deliberate in offering the opportunity for non-members to become members of the church. Using printed information, telephone, written correspondence, and personal visits, welcome visitors to worship and other programs, encouraging their commitment to Christ; and inviting all to participate in the ministry and fellowship of our congregation;
  - c. Provide a packet of useful information to Inquirers' Groups.



3. Coordinate member assimilation and involvement by:
  - a. Providing name tags for all who worship at Pioneer;
  - b. Sponsoring activities in which members and friends will meet, socialize and become involved in the mission activities of the church;
  - c. Making every effort needed to get each person involved in a small group, a team or some service project according to that person's needs or desires.
4. Be responsible for coffee fellowship and Wednesday Night Live; appoint the kitchen coordinator.
5. Prepare a yearly schedule of possible fellowship events and activities and post a quarterly schedule with specifics.
6. Review and recommend to the session programs of evangelism that might be effective for use with our congregation, studying especially the materials provided by the Presbyterian Church (U.S.A.).
7. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team.

**Staff Support:** Pastor

#### **b. The Mission and Outreach Team**

##### Purpose of the Team:

1. To promote knowledge of, participation in and financial support for Christian mission, locally and around the world. The committee accomplishes this purpose by making recommendations to the Session regarding funding and support of particular mission interests; developing ways of studying and supporting mission in the life of the church; promoting a general climate for responsiveness to special appeals and mission offerings approved by the session; and for creating hands-on mission opportunities for our church members.
2. To publicize and promote the ministry and activities of Pioneer Memorial Presbyterian Church in Solon and neighboring communities.
3. To plan for ways to study and respond to societal issues such as hunger, poverty, injustice, peace, unemployment, etc.

##### Specific Responsibilities:

1. Promote and publicize session-approved special offerings, such as "One Great Hour of Sharing" during Lent, "Christmas Joy" during Advent, and any other offering as approved.
2. Receive emergency assistance appeals from denominational and ecumenical agencies, considering them for action, and making a recommendation to the session.
3. Review mission materials and programs available to the church through our denomination, making them available for study or congregational participation; review ecumenical materials for the same purpose.
4. Encourage mission study and education programs for all ages and groups within the church.
5. Maintain the mission bulletin board using it to inform the congregation of current mission emphasis and to encourage participation in mission.

6. Work with our particular mission interests to develop “partnership programs” for the hands-on involvement of our members (e.g. Angel Tree, North Church, Habitat for Humanity, etc.) and where appropriate ensure that background checks have been done; and provide other opportunities for local mission involvement (e.g. Adopt-a-Family, in conjunction with Solon Public Schools).
7. Plan a calendar of mission emphasis events, including hosting available mission interpreters, family events that focus on mission, and other mission-related activities throughout the year. The goal for these events should be two per year.
8. Arrange for the publicity/advertising of the church including newspaper articles, church signage, and promotional brochures.
9. Receive (through the clerk of session or the pastor) requests for study of issues from denominational or ecumenical bodies, making appropriate recommendations to the session.
10. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team.

**Staff Support:** Pastor

### **c. The Christian Education and Discipleship Team**

#### Purpose of the Team:

The Christian Education and Discipleship Team is responsible for all educational ministries of the church, living out the church’s baptismal promises. These responsibilities shall include all Sunday Church School, nursery, small group, and weekday educational activities. The team has the responsibility to evaluate educational programming in all phases of the church’s life, advocating for life-long learning and inter-generational programming. The team is also responsible for coordinating its activities with all other Session-appointed teams.

#### Specific Responsibilities:

##### **1. The Church Nursery**

- Implement Session-approved childcare policies;
- Establish a list of childcare volunteers, drawn from the youth and/or adult members of the church, who will be available to provide childcare during church-related functions when needed, especially on Sunday mornings to assist the nursery coordinator/attendant;
- In conjunction with the Director of Faith Formation, supervise and evaluate the performance of the nursery coordinator/attendant, if applicable;
- Ensure cleanliness, physical safety, a pleasing appearance and appropriate and adequate supplies in the nursery.

##### **2. Children and Youth Education**

- Advocate for the participation of children and youth in the total life of the church;
- Provide specific educational programming, such as Sunday School, Youth Group, Confirmation, Upper Room, Vacation Bible School,

Ready-Set-Worship (a special worship training class for children), communion workshops, etc;

- Provide and evaluate the effectiveness of curricula and physical resources (equipment, books, worship bags, building space, etc.);
- Recruit, train and oversee acolytes;
- Recruit, train and oversee teachers/leaders;
- Encourage children and their families to participate in programs sponsored by the larger church community, especially within our denomination;
- Promote attendance of church camps/conferences and participation in mission work.

### **3. Adult Education**

- Provide a variety of Sunday morning classes for adults;
- Provide opportunities for adult education at times other than Sunday morning, including materials for personal study and devotion;
- Recruit, train and oversee teachers/leaders;
- Provide inter-generational educational experiences for the whole church family;
- Promote denominational and ecumenical opportunities for adult education throughout the church;
- Communicate with all adult study groups and provide recommendations for session approval relative to start up, leadership and curriculum of any group. (W-6.2005)

### **4. Adult / Children's Resource Centers**

- Assist in the selection of appropriate resources and curricula to be approved by the Director of Faith Formation and the session; (W-6.2006)
- Maintain, operate, and make easily accessible the collection of books and resources in the resource centers.
- Collect, catalogue and store a variety of educational resources which support and enhance Christian witness, spiritual growth and Christian Education;
- Plan, purchase and promote resource materials in consultation with interested teams;
- Promote the use of the Presbytery Resource Center and the materials that are available to our congregation through its program;
- Maintain a collection of denominational resources, as they are produced and made available to our church.

### **5. Administrative**

- Anticipate funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team;
- Provide feedback to the Personnel Team to assist them in the preparation of yearly staff evaluations;
- Appoint at least two team members to work with the Personnel Team in selecting Christian Education staff.

**Staff support:** Director of Faith Formation

**d. The Worship, Music and Arts Team**

Purpose of the Team:

1. To work with the pastor for the general oversight of the total worship life of the church, coordinating all phases of worship, including sacraments, music and drama, in an orderly way, planning for the church's worship life according to the Christian calendar of special events.
2. To enhance the celebration of our Christian faith through visual art and decoration, particularly in the sanctuary, but also throughout the church building.

Specific Responsibilities:

1. Develop and present to the session an annual worship calendar for inclusion in the annual church calendar;
2. Study the *Directory of Worship*, using it as a guide for the church's worship practices, and wherever possible, providing ways to engage the congregation in its study;
3. Work with the Director of Music to include appropriate music in the worship service;
4. Engage qualified persons to preach on those occasions when the pastor is unable to preach;
5. Develop a corps of liturgists from the congregation, supplying them with necessary training, and assign them to assist the pastor with worship leadership throughout the year;
6. Work with the Christian Education & Discipleship Team to ensure that there is a trained corps of persons to carry out the "Conversation with the Children".
7. Develop teams of ushers and organize a monthly schedule of assignments.
8. Assure that worship is inclusive of all persons, including children and those with special needs;
9. With the pastor and the Music Director, plan creative ways to use adults, youth, and children in vocal and instrumental music in celebration of God's gifts in worship and on other occasions;
10. Assume responsibility for creating a place for the dramatic arts in the life of the church, including use of our own people, and inviting outside performing groups;
11. Appoint at least two team members to work with the Personnel Team in selecting music staff;
12. Provide appropriate visual art forms that symbolize our faith or celebrate particular occasions;
13. Facilitate seasonal decoration of the sanctuary and the church building including placement of the flags on the chancel on Memorial Day, Flag Day, the 4<sup>th</sup> of July, and Veterans Day; plan and carry out opportunities for church members to provide weekly floral decorations for the sanctuary, through making seasonal, memorial or honorary gifts;
14. Give information and assistance to those involved in planning weddings or funerals, such as providing candle holders, vases, palls, and other items that may be available through the church;
15. Choose persons who will serve as wedding coordinator(s); (See wedding policy)

16. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team.

**Staff Support:** Pastor and Director of Music

#### **e. The Stewardship and Finance Team**

Purpose of the Team:

1. To serve in an advisory and consultative capacity in matters relating to financial policies and procedures, the annual budget for the operation of the church, budgets for special church projects such as building campaigns, and financial reviews / audits of the church financial records.
2. To consult with and advise the church treasurer, church financial administrator, pastor and any church team or other group involved in the collection, oversight or expenditure of church funds.
3. To educate the congregation in matters of Christian stewardship, as the total response of Christian people to God's love in Jesus Christ.
4. To interpret the mission of the church while helping the members of the church family understand their financial responsibility to share and support the congregation's ministry.

Specific Responsibilities:

1. Report to the session regularly, in coordination with the church treasurer, regarding the financial status of the church;
2. Recommend to the session policies and procedures for investing church funds and for ensuring appropriate safeguards for collecting and handling church funds;
3. Oversee and support the church treasurer, the financial administrator and counters in the day-to-day handling of church funds and maintaining church financial records;
4. Communicate and coordinate with the church team chairpersons to ascertain the financial needs of the teams and the church for the coming year and assist the church teams with financial issues raised throughout the year;
5. Propose an annual church budget to the session, in coordination with the treasurer, no later than the stated meeting of the session prior to the annual congregational meeting at which the budget is to be presented;
6. Review and recommend to the session the approval or disapproval of all requests to spend money in excess of amounts previously budgeted and approved by the session;
  - 6.1 Expenditures shall be approved by the session per the "Expense Control – Procedures and Motions for Session" (version 3, dated October 8, 2017).
7. Present the name to the session of the person to serve as treasurer;
8. Recommend to the session plans for any short-term or long-term investments;
9. Engage in a year-round study of stewardship techniques, taking advantage of the resources of our denomination (materials, workshops, seminars, etc.);
10. Develop creative and interesting ways of "telling the story" of our congregation to its members through programs, printed materials, visitations, and the use of electronic communication techniques;

11. Conduct an annual stewardship campaign which shall receive commitments of financial support through pledges;
12. Develop ways of sharing the annual budgetary needs that shall deal not only with dollar requirements, but the celebration and challenges of our ministry, as well;
13. Report to the session on the results of the annual financial review of the church financial records, as required by The Book of Order; (G-3.0113)
14. Appoint two people to work with the Personnel Team in selecting the church financial administrator;
15. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team;
16. Establish, maintain and administer procedures for collecting and disbursing memorials and bequests;
17. Establish and administer a church endowment fund;
18. Recruit counters for weekly and special offerings, when needed.
19. Make decisions as concerns office equipment. Oversee and ensure the proper functioning of all office equipment, including computers, software, wifi, copiers, fax, phone systems, etc., including related services such as internet and phone service, copier and equipment service contracts, etc.; recommend and oversee purchases, modifications, maintenance, upgrades, and replacements, as needed;
20. Recommend and oversee policies and procedures for computer security (password protocols; limited access to sensitive information) and back-up.
21. Annually calculate a cost-sharing amount to be assessed to the Preschool to cover utilities, maintenance and other appropriate costs associated with the Preschool's operation. Provide this figure to the Preschool prior to its budgeting cycle for the coming school year.
22. To review any Preschool annual or multi-year financial plan for any impact on church finances.

**Staff Support:** Pastor and Financial Administrator

#### **f. The Church Property and Audiovisual Equipment Team**

Purpose of the Team:

1. In cooperation with the "Building Engineer", who is a volunteer member of the church staff, the Church Property and Electronic Equipment Team shall maintain the condition of the church building, equipment and grounds.
2. It shall work with the Stewardship and Finance Team to ensure that the building and liability insurances are up to date.

Specific Responsibilities: "Building Engineer" and the Team

1. Appoint the "Building Engineer", a volunteer member of the church staff;
2. Regularly inspect the interior and exterior of the church building, including the grounds, making provisions for normal maintenance and repair;
3. Recommend to the session the hiring of permanent, part-time or contractual staff for the systemic maintenance of the church building and property;
4. Recommend to the session a plan for conducting major or unexpected repairs or maintenance, when such needs occur;
5. Conduct competitive bidding for all major work contracted by the church;

6. Be certain that the building and its use are in compliance with safety and security requirements;
7. Whenever possible, involve members of the congregation in maintenance of the church building and property, recognizing that the use of such time and talent is a proper exercise of Christian stewardship;
8. Make recommendations to the session regarding building use, as it may involve the care and maintenance of property;
9. See that someone is always appointed to close the building (lights, restroom check, lock-up) after Sunday service and all other building usages;
10. Make recommendations to the session regarding the purchase of needed furnishing or equipment;
11. Decide on any service or maintenance contract for church appliances;
12. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team;
13. Oversee the work of contract maintenance staff;
14. Develop and administer Pioneer's key control and security system;
15. Audio-Visual Equipment – Oversee and ensure the proper functioning of all audio-visual equipment, including all sound systems, recording systems, projection systems, and portable AV equipment. Recommend and oversee purchases, modifications, maintenance, upgrades and replacements, as needed.
16. Regularly update the congregation on property needs and situations. Make known special giving opportunities for the building.

**Staff Support:** Pastor and "Building Engineer"

## **5. SPECIAL TEAMS**

**a. The Congregational Nominating Team** (see #2b, pages 5-6)

**b. The Personnel Team**

Purpose of the Team:

On behalf of the session, to provide for selection, oversight and support for the employed staff of Pioneer Church.

Specific Responsibilities:

1. Prepare employment policies consistent with the constitution of the Presbyterian Church (U.S.A.), for approval by the session;
2. Write and regularly review job descriptions for each employed position on the church staff;
3. Conduct annual personnel evaluations and interviews with each ordained employee and work with the Head of Staff to establish processes for evaluation of non-ordained staff;
4. Prepare compensation recommendations for each employee annually, usually in connection with the preparation of the budget; non-ordained staff recommendations shall be reported to the session for adoption; recommendations of compensation for ordained staff shall be reported to the session and then to the congregation for adoption; (G-2.0804)
5. Prepare grievance policies for the church staff; be available to hear employee grievances and resolve them;

6. Offer counsel and advice to employees, as needed;
7. Assure that the physical and emotional environment of Pioneer Church is suitable for efficient, secure and productive employment;
8. Make recommendations to the session regarding the recruiting of new staff; provide publicity and interviewing;
9. Assure that employment at Pioneer Church is based on merit, with no regard for race, gender, or sexual orientation;
10. See that there are two members from other teams, as noted when selecting staff members;
11. Project funding needs for the coming year in order to facilitate the work of the Stewardship and Finance Team.

Appointment:

The team shall be constituted in this manner:

1. One member appointed annually by and from the session.
2. One member appointed annually by the pastor.
3. Three members nominated by the existing Personnel Team and confirmed by the session. Initially, these three members will be placed in three classes. They can serve up to six years with possible extensions by vote of the session.
5. The team will choose its own chairperson who should normally be a member of the session.

**Staff Support:** Pastor

**c. The Audit/Financial Review Team** (See 2 e, v, p.7)

**d. The Church Historian**

A person who will keep all historical records in safe keeping and will see that a running history of the church is properly preserved.

**6. Pioneer Preschool**

**Mission Statement: Pioneer Preschool provides a caring and loving Christian environment which encourages children to develop spiritually, socially, emotionally, physically, and cognitively, in preparation for Kindergarten.**

The Preschool's purpose is to welcome all children joyfully, regardless of race, color, gender, religion or national origin, into a **Christian** environment of caring, love and learning. This will be demonstrated by teaching and by example to enhance good self-esteem and respect for all people and beliefs. The goals of Pioneer Preschool are to encourage the development of spiritually, socially, emotionally, physically, and cognitively healthy preschoolers, through age-appropriate activities, and to develop positive self-esteem in our children; also, to prepare the children academically and socially for kindergarten. The detailed regulations, including, fees, schedules, and other information, are contained in the **Preschool Handbook**, updated yearly, received by Session and available to all the families. All policies related to the operation of the Preschool must conform to the laws of the State of Ohio. Pioneer Preschool is licensed by the Ohio Department of Job and Family Services.



Relationship to the Church: Pioneer Preschool is a ministry of the church, under authority of the Session. It exists to serve the needs of families in the greater community and is intended to be a ministry of education, outreach, and service to all children. The program is a self-sustaining ministry, supported by enrollment fees. All operating funds are kept in a separate record-keeping system maintained by the church's financial administrator and approved by the Preschool Board. The Board develops and approves the yearly budget and communicates that budget to the Pioneer Session which approves it. Furthermore, any annual or multi-year financial plan must be approved by Session prior to the annual congregational meeting. The day-to-day responsibilities for the operation of the Preschool are under the supervision of the Preschool Director, who is a member of the church staff. The Preschool Board, whose members are approved by the Session, oversees the Preschool's policies and general operation.

The Preschool Board and its composition: The Preschool Board shall be composed of the following persons:

1. An elder representative, elected by the Session for the preschool year from the elders serving on Session. Elders whose terms on Session end before the school year ends are not eligible to serve on the Board unless they are also elected by the congregation to serve a consecutive term on Session. The elder representative will report to Session the activity of the Board and bring any motions from the Board that require Session approval.
2. Four board members, elected by the Board to serve two-year terms.
  - a. Nominations for the following terms are organized by existing Board members.
  - b. The Board should make every effort to have two classes of two Board members each per year. Board members for the following year shall be elected at the final meeting of the school year. Any vacancies should be filled as soon as possible.
  - c. The Board should make every effort to recruit members in equal numbers from Preschool parents and church members.
  - d. Board members may be elected for consecutive terms with the approval of the Director and Session.
3. The Preschool Director, *ex-officio* (without vote)
4. Church staff representative, appointed by the Head Pastor (without vote)

The Session will elect a Treasurer from the membership of the church. The Treasurer does not have vote on the Board unless the Treasurer is also serving on the Board in another capacity.

The Board will elect a moderator from its voting members at its first meeting of the school year. The former moderator will moderate the election of the new moderator at the final meeting of the school year. In the absence of the moderator, the moderator of Session (usually the Head Pastor) may moderate the Preschool Board. The Preschool Board terms run August 1-July 31.

Note: The new composition of the Preschool Board was approved by the Session of Pioneer Memorial Presbyterian Church on 09.15.2017 by E-vote, E-vote ratified by Session 10.09.2017)

**Staff Support:** Preschool Director, Director of Faith Formation