

Detailed Descriptions of Hunter Committees

Table of Contents

| | |
|-------------------------------------|---|
| Christian Education Committee | 1 |
| Communications Committee | 2 |
| Congregational Life Committee | 2 |
| Nominating | 3 |
| Outreach Committee | 3 |
| Personnel Committee | 4 |
| Property Committee | 4 |
| Spiritual Care Committee..... | 5 |
| Stewardship Committee | 6 |
| Special Funds Subcommittee | 6 |
| Worship Committee..... | 7 |

Christian Education Committee

The Christian Education Committee (CE) strives for excellence for the entire Hunter Presbyterian Church family in its Christian education development and spiritual growth. The purpose of CE is to plan, develop, organize, supervise, and continually evaluate a program by which all members of the congregation can become servants of God, know Jesus Christ, continually grow in faith, and act more fully as members of His visible body in the world.

The Christian Education Committee:

- Develops and supervises the educational program of the church on Sunday morning. Recommends classes and educational objectives.
- Selects and orders educational materials and supplies, and presents any needing approval to the Session.
- Recruits, trains, and supervises volunteer teachers and any paid personnel.
- Develops and supervises, with Session approval, any other educational programs of the church which the committee may determine to be consistent with the general purpose of Christian Education. Recommends to the Session the starting and ending of such special courses.
- Develops and supervises a program for youth of the church. Determines objectives, selects and trains leaders, and plans overall programs with appropriate supervision.

- Provides for the establishment of a nursery during regular hours of church school, worship, and other scheduled congregational events as appropriate. Provides nursery supervision and services; monitors facilities and supplies.
- Encourages church members to participate in educational programs available through auspices of the Presbytery, Synod, and the wider church. Collects and disseminates information about camps, conferences, and schools.
- Sees that facilities are appropriate and recommends changes as needed.
- Works with the Personnel Committee to develop job descriptions and guidelines for Christian Education–related employees. Participates in recruiting and interviewing these employees.
- Implements, monitors, and annually reviews Hunter’s Abuse and Neglect Prevention Policy.

Communications Committee

The Communications Committee’s purpose is to tell the good news of our faith, to become better informed about the needs and interests of our neighbors, and to effectively communicate Hunter’s activities to members and to the community.

The Communications Committee:

1. Nurtures communications among church members through listservs, the church directory, and other useful communication platforms.
2. Prepares and distributes information about Hunter to our neighbors, local media, other faith communities, and our wider community in Central Kentucky.
3. Publicizes programs to reach diverse audiences both in our neighborhood and beyond.
4. Nurtures an active presence on social media through Facebook and other digital media.
5. Oversees the design and content of the church website and monitors usage patterns and needs.
6. Communicates news and information about the national and international Presbyterian Church (USA) to the congregation.

Here is an excellent overview of the PC(USA) understanding of what it means ‘to tell the good news of our faith’ <https://www.presbyterianmission.org/what-we-believe/evangelism-2>.

Congregational Life Committee

The Congregational Life Committee creates and promotes fellowship and good relationships among the people of Hunter Presbyterian Church, as members of His visible body in this world.

This committee initiates, plans, and implements programs that include:

- Potluck dinners
- 50-year member celebrations

- Summer picnics
- Easter morning breakfasts
- Christmas dinners
- Special events within the church

Congregational Life is responsible for organizing the coffee hour each Sunday morning. We want Coffee Hour to meet the needs of people on diverse schedules. Many people come to coffee hour, after adult or youth Sunday School. However, we are currently seeking ways to also make it an inviting event for people who might not regularly attend Sunday School.

Opportunities to serve the Congregational Life Committee include volunteering to help with potluck events or to host coffee hour on Sundays. Suggestions for additional social events are always welcome.

Nominating

The Nominating Committee provides for an orderly and consistent transition of Church Officers as defined in the Book of Order. We nominate candidates for the office of Elder to replace those who are completing their term or who are unable to continue their service. We recommend nominees for other committees as directed by the session. Nominating Committee members contact church members to suggest that they consider serving in open positions. The nominee's names are proposed to the Session and then to the congregation for approval.

Outreach Committee

The Outreach Committee facilitates Hunter's active life of service. While a number of continuing opportunities to serve have been initiated at Hunter, we also unite with other organizations for service. In addition, the committee maintains links with the Presbytery, Synod, and the national PC(USA) to promote congregational concerns and funding for mission.

Hunter volunteers are active in an English-as-a-Second-Language class, Blessings in a Back Pack, the Jackson Store, and the Unity Garden. The Outreach Committee maintains links with other organizations for service through God's Pantry, CROP Walk, Westminster Village Christian Service Ministry, Maxwell Street Social Services, the Well, and BUILD.

Outreach provides educational information and publicity concerning the world mission of the church and community needs. Through Minutes for Mission, the worship bulletin, newsletter, or email, the congregation is alerted to opportunities for service through giving as well as volunteering. Organizing a Lenten Supper series creates a showcase for various mission programs.

The committee is responsible for Hunter's participation in the four annual offerings of PC(USA) (Christmas Joy, Pentecost, One Great Hour of Sharing, and Peacemaking and Global Witness.) The committee also facilitates a monthly offering to combat hunger, an Alternative Gifts program at Christmas, donations for the Jackson Store, Christmas gifts for families at Westminster Village, and a Fifth Sunday offering shared by Uspiritus and Buckhorn Family Services. A unique resource for mission funds

for the Presbytery is rental of parking space during football season.

Personnel Committee

The purpose of the Personnel Committee is to establish, for approval by the Session, policies and procedures for employment and work of the paid staff and to recommend to the Session any changes in the paid staff.

The Personnel Committee:

- Reviews contracts of staff members at least annually; recommends changes in salaries, other benefits, and duties annually.
- Obtains a signed contract for each staff member annually.
- In consultation with the appropriate committee(s) and/or pastor, evaluates the performance of all staff members and reports findings to the Session at least annually.
- Evaluates the performance of the pastor, with input from the Session, and reports findings to the Session at least annually.
- Recommends to the Session persons to fill or release from staff positions, excluding ordained staff.
- Maintains current job descriptions of all paid positions.
- Advertises for vacant positions.
- Coordinates interviews.
- Conducts the background check on potential hires.

Property Committee

The purpose of the Property Committee is to oversee the function and maintenance of the church properties and buildings.

The Property Committee:

- Provides supervision of the Sexton and/or other maintenance staff and provides input to the Personnel Committee for the purpose of annual performance evaluations.

Church Buildings

- Provides for the regular maintenance of the church plant and grounds and for maintenance, repair, and replacement of equipment.
- Submits for Session approval any expenditure that involves remodeling, renovating, or changing the designated use of an area of the church plant or grounds.
- Works with the Sexton, in cooperation with the Personnel Committee; supervises all maintenance done on the building; organizes and executes periodic work sessions.
- Provides for the security of the church property.
- Sets policy for issuance and return of keys of the church property.
- Provides adequate insurance of church property.
- Maintains the buildings and grounds in attractive, safe, and usable condition.\
- Opens buildings for church school and worship for Sunday and other special worship services

Building Use

- Serves as a liaison with the church and non-church groups using the church facilities and insures that all approved uses of the facilities are placed on the church calendar.
- Formulates guidelines for approving usage by appropriate groups.
- Determines fair fees for such use and obtains contracts signed by both parties and fulfills the church's contractual agreements.
- Handles short-term use requests in committee and brings recommendations to the Session on long-term use requests.
- Searches for new and creative ways to use our facilities in providing ministries to the neighborhood and community in cooperation with the Outreach Committee.
- Provides building use request forms in the church office.
- Supervises the loan of church furnishing, materials, and equipment.

Other Church Properties

- Facilitates the use of the property as determined by the Session.
- Acts as the landlord for the rental property, protecting the interests of the church by using standard business practices in identifying renters, writing leases, and collecting security deposits and rents, while also protecting the rights of the tenants.
- Maintains property, interior and exterior, in a manner consistent with city codes and neighborhood standards.
- Ensures that lawns are maintained neatly.
- Reviews insurance coverage annually.
- Authorizes the Treasurer to pay appropriate expenses by providing vouchers or written records of expenses.
- Rental income from the property shall be used to cover the costs of maintenance, taxes, and any applicable loans and mortgages.
- Recommends to the Session how to distribute any surplus funds at the end of the fiscal year.

Spiritual Care Committee

Our purpose is to assist the pastor in the general spiritual care of the congregation. The committee supports and participates in congregational visitation, to minister to members in their spiritual growth and as they pass through crisis situations and life transitions.

The Spiritual Care Committee:

- Initiates and coordinates visits to members of the congregation and helps arrange transport for those in need.
- Using expertise from the committee members, the congregation, and the community, provides assistance to individuals or groups in crisis situations (such as death, divorce, illness, etc.) and other life transitions.
- Works with the pastor(s) to nurture peer support systems for spiritual growth and mutual support.
- Reviews the church roll annually and recommends to the Session transfers to the inactive roll.
- Acts as a liaison with organizations and groups in the congregation which are not under jurisdiction of another committee, such as the Prayer Chain, Love Letters, and the Shepherding

ministry.

Stewardship Committee

Our purpose is to tend the total resources of the congregation in accordance with Biblical teachings.

The Stewardship Committee:

- Encourages good management of time, talents, and financial resources of the congregation.
- Conducts the annual stewardship campaign.
- Prepares a recommended budget for the operation of the programs of the church and presents it to Session for approval.
- Arranges an opportunity for new members to pledge their support of the stewardship of the church.
- Maintains a catalog of available time and talents of members for use in filling positions and tasks.
- Provides for the counting and depositing of offerings and their disbursements in accordance with the adopted budget.
- Provides for a full review of the financial records of the church and reports the results to Session.
- Recommends to the Session each November a person to be elected as Treasurer for the following year.
- Recommends to the Session annually those individuals authorized to sign checks.
- Manages loans or mortgages, as directed by the Session, re-negotiating the lowest possible interest rates.

Special Funds Subcommittee

The purpose of the Special Funds Subcommittee is to manage special funds, which are defined as funds given or designated for purposes other than general operating expenses. Examples of such funds include but are not limited to memorials, bequests, endowments, special gifts, and the Emergency Reserve Fund.

The Special Funds Subcommittee:

- Establishes and maintains a structure of funds, including endowments, to enhance the ministries of Hunter Memorial Presbyterian Church.
- Makes recommendations to the Session concerning the disposition of undesignated special funds gifts.
- Invests endowment funds in instruments designed to achieve a balance between growth and income.

Worship Committee

This committee is responsible for the overall conduct of the regular and special worship services of the congregation. It also provides for aids needed in the conduct of worship.

The duties of the Worship Committee shall include the following:

1. Provide the appropriate physical atmosphere for worship, such as proper temperature, arrangement of furniture, arrangement of flowers and other decorations on the chancel and elsewhere in the sanctuary, and placement of hymnals and Bibles in the pews.
2. Encourage the participation of youth in worship, as well as attendance of all members at worship.
3. Interpret to the congregation the meaning and nature of public worship.
4. Provide guidelines for the conduct of special services, such as weddings and funerals.
5. Keep the church's musical instruments in good working order and recommend sale of or purchase of instruments when appropriate.
6. Provide ushers for all worship services and instruct them in their duties.
7. Provide liturgists as needed for worship service and instruct them in their duties.
8. Prepare the sacraments in consultation with the pastor.
9. Arrange for pulpit supply as needed and host visiting pastors.
10. Record attendance at all worship services.
11. Make sure the Sanctuary is left in good order after all services/usage of any kind.
12. Provide supervision of music staff (e.g., the Director of music ministry) and provide input to the Personnel Committee for the purpose of annual performance evaluation.

The hours for worship and other activities each Sunday at Hunter Presbyterian are: Time:

| | <u>Service:</u> |
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| 8:45 AM | Worship with communion |
| 9:30 AM | Sunday School for all ages |
| 10:30 AM | Fellowship and Coffee (in Fellowship Hall) |
| 11:00 AM | Worship with Music & First Sunday Communion |

During the summer months each year, there will be one 11:00 AM worship service, and there will not be Sunday School classes or coffee/ fellowship. The beginning and end of this schedule will be announced orally during services, and also posted in the monthly newsletter, in the weekly bulletin, and on the front doors to the sanctuary. The above times and schedule will resume most years on the first Sunday after Labor Day.