

Park Central Presbyterian Church Committee and Board Responsibilities

Worship

- ❑ Plan Sunday morning worship and special worship services in conjunction with Pastor, Education Director and Music Director.
- ❑ Serve as Head Ushers
- ❑ Coordinate worship leadership (i.e. ushers, liturgists, acolytes & beadles)
- ❑ Oversee worship space (i.e. candles, Paraments, flowers, and all other details related to the worship space)
- ❑ Coordinate with Deacons regarding preparation of communion
- ❑ Coordinate common efforts with Education Committee and Mission Committee. (i.e. Christmas pageant and other special worship events, and Minutes for Mission.)

Mission

- ❑ Plan annual focus of mission projects and relationships
- ❑ Interpret mission projects to congregation
- ❑ Organize and recruit volunteers for mission projects
- ❑ Establish special mission offering foci
- ❑ Promote special mission offerings
- ❑ Provide regular Minutes for Mission in coordination with Worship Committee
- ❑ Coordinate common efforts with Education Committee. (i.e. the Advent Giving Tree and Heifer Project)

Education & Nurture

- ❑ Plan and provide opportunities for Christian education and growth for all age levels of the church. (i.e. Sunday morning education, intergenerational events, nursery care, retreats, and youth events with other congregations.)
- ❑ Select curriculum and enhance it with programs to address current events
- ❑ Recruit teachers and nursery attendants
- ❑ Maintain a supply of materials and equipment to support learning experiences
- ❑ Communicate educational opportunities in the Amplifier and bulletins
- ❑ Coordinate common efforts with the Worship and Mission Committees. (i.e. Christmas pageant and other special worship events, the Advent Giving Tree, and Heifer project.)

Membership & Outreach

- ❑ Maintain membership roles
- ❑ Plan activities to foster community among membership
- ❑ Oversee outreach activities to visitors and community: (i.e. maintain “friendship pads,” write visitors, maintain website, establish and implement annual advertising plan, and maintain relationship with Syracuse Univ. community.)

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Human Resources

- ❑ Support staff
- ❑ Oversee employee policies
- ❑ Oversee communication with required employee related organizations (i.e. government and the PCUSA Board of Pensions)
- ❑ Lead annual reviews of staff and recommend salary packages
- ❑ Evaluate, interview, and recommend hiring of church staff
- ❑ Nominate individuals for church committees and boards

Stewardship

- ❑ Plan and carry out annual pledge campaign
- ❑ Plan and carry out regular program for wills & bequests
- ❑ Foster ways for the congregation to give of time, talent and financial resources

Trustees

- ❑ Carry out the functions defined by our constitution
(the PC(USA) Book of Order)

Deacons

- ❑ Minister to those who are in need, to the sick, to the friendless and to any who may be in distress in the congregation
- ❑ Establish and maintain contact with assigned members of care groups
- ❑ Coordinate with Worship committee re communion, prepare communion
- ❑ Carry out the functions defined by our constitution
(the PC(USA) Book of Order)

Ruling Elders (Session)

- ❑ Serve as spiritual leaders of congregation
- ❑ Strengthen and nurture the faith and life of the congregation
- ❑ Oversee work of standing committees
- ❑ Carry out the functions defined by our constitution
(the PC(USA) Book of Order)