

**Organization Chart**

The organization chart identifies and formalizes the reporting and working relationships of all the positions identified within it. The inclusion of an organization chart in the policy manual helps new employees to quickly become familiar with the structure of the church and the relationship held by each of the departments or individuals to one another.

<p><i>The session nominating committee selects three new members for the open class of the Administrative Council and a chair each year. To be completed by December meeting.</i></p>	<p><b>FIRST PRESBYTERIAN CHURCH</b>  <b>Council and Committee Appointment Procedure</b>  <b>Congregational Nominating Committee</b></p>	<p><i>Nominations to be announced at the October Session Meeting and voted upon at a</i></p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 5px;"> <p><b>Congregation Representatives</b></p> </td> <td style="width: 25%; text-align: center; padding: 5px;"> <p><b>Session Representatives</b> Session Clerk Elder</p> </td> <td style="width: 25%; text-align: center; padding: 5px;"> <p><b>Church School Representative</b> Superintendent</p> </td> <td style="width: 25%; text-align: center; padding: 5px;"> <p><b>Deacon Representatives</b> Moderator Deacon</p> </td> </tr> </table>	<p><b>Congregation Representatives</b></p>	<p><b>Session Representatives</b> Session Clerk Elder</p>	<p><b>Church School Representative</b> Superintendent</p>	<p><b>Deacon Representatives</b> Moderator Deacon</p>	<p><i>The session sends members to each of its councils for reporting. To be completed by December meeting.</i></p>	
<p><b>Congregation Representatives</b></p>	<p><b>Session Representatives</b> Session Clerk Elder</p>	<p><b>Church School Representative</b> Superintendent</p>	<p><b>Deacon Representatives</b> Moderator Deacon</p>			

Elders Class of 7 Members	Moderator Pastor	Membership Review	Deacons Class of 5 Members	Officers Moderator Vice Moderator Secretary Staff:
Elders Class of 7 Members	Officers Clerk A. Clerk Treasurer A. Treasurer	Southwest Cluster Representatives	Deacons Class of 5 Members	<p><i>The deacons determine how its councils and committees will communicate. This should be determined by the December Joint Meeting.</i></p>
Elders Class of 7 Members	Trust Management Chair	Child Care Board Chair	Deacons Class of 5 Members	
Nominating Committee		Presbytery Representative		

*The Deacon chair meets with session as*

*Deacons elect their own officers for one year terms. Officers may succeed themselves in office if their term on the Deacons has not expired.*

*Session nominations shall be presented to the elders at the December session meeting*

## Session

Elders Class of 7 Members	Moderator Pastor	Membership Review
Elders Class of 7 Members	Officers Clerk A. Clerk Treasurer A. Treasurer	Southwest Cluster Representatives
Elders Class of 7 Members	Trust Management Chair	Child Care Board Chair
Nominating Committee		Presbytery Representative

Session nominations shall be presented to the elders at the December session meeting

## Diaconate

Deacons Class of 5 Members	Officers Moderator Vice Moderator Secretary Staff:
Deacons Class of 5 Members	
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The deacons determine how its councils and committees will communicate. This should be determined by the December Joint Meeting.

The Deacon chair meets with session as needed.

Deacons elect their own officers for one year terms. Officers may succeed themselves in office if their term on the Deacons has not expired.

## Session Supervised Councils

Finance/Stewardship	Worship
Christian Education	Acolytes Coordinator Usher Coordinator Columbarium Committee Wedding Committee Choir Chancel Guild
VBS Bible Study Leaders Youth Advisors Librarian PYC Meal Coordinators Young Adults	Administration
Montessori Board	Paid Staff Pastor Parish Associate DCE- A. DCE -Sr High & Jr. High Music Directors-Organist Facilities Mgr-Maintenance-Maid Office Manager Financial Secretary Hostess -Kitchen
Childcare Board	
Long Range	
House & Grounds	
Gallant Fund Trust	

## Deacon Supervised Councils

Prospective Member	Deacons' Ministries Kimbrl Family Ministry Dove Tree Scouting
Each council is responsible to insure that its associated committee has adequate members and a chairperson. This should be accomplished by the council's December	Witness & Service
All councils (except Administration) elect their own chairperson who may serve up to the end of his or her three year term. Each council chairperson participates in the mid-November Council draft in order to identify congregation members to replace council members in outgoing class.	Habitat Missions Local Projects
Presbyterian Women	Health Ministries
Thursday Lunch	Stephen Ministers
First Friends	Caring Hands
Bereavement	Presbyterian Fellowship Club

**ADMINISTRATIVE COUNCIL**

The mission of the Administrative Council is to oversee personnel and policies relating to the administrative functions of First Presbyterian Church. The Council also makes recommendations regarding the Memorial Fund and Church Use.

**CHRISTIAN EDUCATION COUNCIL**

The Christian Education program of First Presbyterian Church intends to create, through prayerful thought and actions, an understanding of the works and revelation of God, the love, life and teachings of our Savior Jesus Christ, and the continued presence and nurture of the Holy Spirit. Our aim is to motivate the entire congregation to understand that each person has gifts, which will enhance the ministry of the church.

**CONGREGATIONAL CARE COUNCIL**

The mission of the Congregational Care Council is to unite the members of the congregation as a whole in the body of our savior, Christ Jesus. Through actions of work, caring, communication, fellowship, and prayer, we strive to achieve, in our lives and in our congregation, the realization of God's will here on earth.

**HOUSE AND GROUNDS COUNCIL**

The mission of the House and Grounds Council is to oversee the short and long term care of all land, structures and vehicles owned by First Presbyterian Church. It is the responsibility of the House and Grounds Council to oversee the repair, insure and upkeep of all components of the building and surrounding land including parking lots and furnishings, to insure proper cleanliness of the church building, to respond to the needs of various committees and councils of the congregation regarding the building, furnishings, and grounds and to provide the necessary resources for repairs due to normal usage or damages that may occur.

**PROSPECTIVE MEMBER COUNCIL**

In obedience to Christ's command to go into all the world proclaiming the Good News, the Prospective Member Council will:

- identify and invite potential new members to visit our church
- nurture prospective new members by helping them to feel welcome and a part of our church
- educate the congregation about the evangelism work going on within our church
- enlist the congregation's support of and participation in the work of evangelism.

## WITNESS AND SERVICE COUNCIL

The Witness and Service Council of First Presbyterian of LaGrange will lead the congregation in mission to the local and global community, making Christ's love manifest in acts of kindness, concern, and reconciliation. In this work, we will utilize existing structures of this denomination and other avenues through which we may care for human needs.

## WORSHIP COUNCIL

The mission of the Worship Council of First Presbyterian Church of LaGrange is to plan Sunday services and other services of worship by following the Directory for Worship of the Book of Order and using the liturgical calendar and the lectionary. The Council aims to provide services centered on the life of Christ as attested to by Scripture. The Council encourages the full participation of all members of this congregation.

## **Council Guidelines** \_\_\_\_\_ **1300**

## **Membership** \_\_\_\_\_ **1310**

- Councils are organized in three classes with members serving three-year terms. Members may succeed themselves if a replacement is not forthcoming or if the member's expertise on the council is not replaceable. (Exception: The Administrative Council's membership is determined annually by the Session.)
- Councils will normally have three officers (Chair, Vice-Chair, Secretary) and a church staff member (ex officio, without vote). The officers normally will serve for a one year term. Normally, the vice-chair will succeed the chairperson. All officer appointments will be approved by the Session.
- Councils will recruit three members each fall during the "Council Draft" to fill retiring classes. Prior to the draft, Council Chairs should determine if any retiring council members wish to continue service and if any other members need to be replaced. The Council may make suggestions for replacements with the understanding that these are not automatically appointed. All appointments are pending the draft and the Session's approval in December. (NOTE: Ordinarily the Vice-Chair of the

Council will "draft" new members except when a Vice-Chair has not been elected or is not expected to be Chairperson the following year. In that event, the Council Chairperson or his designee will draft new members.)

- d. Each Council will have at least one officer appointed to its membership by the Session or Diaconate. This officer will make regular reports on behalf of the Council to the appropriate governing body.
- e. Youth representatives (grades 9-12) may be recruited to serve one-year terms which are renewable. Youth representatives should not be considered as one of the three congregational representatives, but they are privileged to vote in council proceedings.
- f. Chronic absenteeism by council members will be addressed by each council on a case by case basis.
- g. Council members should be representative of the congregation, older-newer members, age, male-female, etc.
- h. Councils will be responsible for scheduling their meeting times and places (in consultation with the Hostess).

### **Coordinating Team** \_\_\_\_\_ **1320**

- a. Council Chairpersons, Clerk of Session, and the Moderator of the Presbyterian Women, Moderator of the Diaconate and Session Clerk and Pastor comprise the Coordinating Team.
- b. The Coordinating Team's purpose shall be to plan and coordinate the programs of First Presbyterian Church. The Team is not a policy making body. It reports when requested and as necessary to the Session.

### **Meeting Guidelines** \_\_\_\_\_ **1330**

- a. Phone or email each of your council members a day before each meeting as a reminder to attend.
- b. Conduct your meeting from a meeting agenda to keep meetings short and focused.
- c. Send church secretary copies of all committee correspondence when communicating with committee members *via* email.
- d. Keep minutes of every meeting and submit the minutes to church secretary shortly after each meeting.
- e. Include in minutes names of all council or committee members, time and place of next meetings, and all decisions made by the group.
- f. Submit to church secretary a short (100 words or less) description of your group's work for the session docket and newsletter. This one statement will

serve both to inform the session and as your group's newsletter contribution. This is due in the office no later than the second Monday or the day prior to Session meeting.

- g. Announce your council's activities that involve the congregation in four Sunday bulletins leading up to the event. Activity announcements should also appear in at least one newsletter prior to the event. Newsletter and bulletin announcements should be written clearly and include date, time, place, expected participants, cost, and appropriate attire. Announcements should help new members' understand the activity and how First Church members participate.
- h. Give bulletin announcements to the church secretary each Wednesday before noon for the Sunday following. Newsletter announcements are due by the 15th of each month.
- i. Share decisions that affect staff or other committees to appropriate staff members or chairpersons.
- j. Submit to the office all changes or cancellations in committee meetings.

Nominating Committee Policy

**I. MEMBERSHIP**

A. According to the Book of Order G-14.0202b, "Nominations shall be made by a representative nominating committee of active members of the church, which shall itself include both women and men, giving fair representation to persons of all age groups and all racial ethnic members and persons with disabilities who are members of that congregation." In keeping this constitutional requirement, the Nominating Committee of First Presbyterian Church, LaGrange shall be comprised of the following eight people:

Two elders appointed by the session, one of whom shall be currently on the session and serve as moderator (Traditionally this position has been filled by the Clerk of Session.) One deacon currently on the Diaconate appointed by the Diaconate. Five members elected at large by the Congregation who are not currently on the Session or Diaconate

B. No member shall serve more than two consecutive years on the Committee.

C. No two Committee members shall be from the same immediate family; i.e., parent, child, sibling or spouse by blood or marriage.

D. In accordance with the Book of Order G-14.0202b, the pastor "shall be a member of this committee serving ex officio and without vote."

**II. PURPOSE**

A. The Nominating Committee shall nominate:

- 7 members for the office of elder
- 5 members for the office of deacon
- 5 members for the Nominating Committee

B. The Nominating Committee shall also make nominations for unexpired terms.

**III. SCHEDULE**

A The Nominating Committee shall convene yearly in April to review these policies and begin the nominating process.

B. Opportunities shall be provided on the first three Sundays in May for members of the congregation to suggest names for nominations. Members may suggest name for the office of elder and deacon using forms provided for that purpose which shall include requirements of officers as described by the Book-of Order.

C. Using all names suggested by the congregation and from the list it develops through its discussion, the Committee shall ask prospective nominees to complete profiles

and return them by June 30. Copies of all returned profiles shall be made available to all Committee members. Based on its reading of profiles and from its discussion of potential nominees suitability for office as informed by Constitutional requirements and qualifications for office, the Committee shall develop its list of nominees.

- D. Briefbiographical sketches of nominees shall be published in the October newsletter.
- E. Nominees shall be introduced to the congregation on the second Sunday in October.
- F. The Nominating Committee chairperson or designee shall place the names of the nominees in nomination at a called meeting of the congregation on the third Sunday in October and elections shall be held in accordance with the Book of Order.

#### IV. GUIDELINES

- A. In assessing suitability for office, the Committee shall consider the following Constitutional requirements and qualifications for office in reliance on the Holy Spirit.

It is the duty of elders, individually and jointly, to strengthen and nurture the faith and life of the congregation committed to their charge. Together with the pastor, they should encourage the people in the worship and service of God, equip and renew them for their tasks within the church and for their mission in the world, visit and comfort and care for the people, with special attention to the poor, the sick and the lonely, and those who are oppressed. They should inform the pastor and session of those persons and structures which may need special attention. They should cultivate their ability to teach the Bible and may be authorized to supply places which are without the regular ministry of the Word and Sacrament. In specific circumstances and with proper instruction, specific elders may be authorized by the presbytery to administer the Lord's Supper in accord with (G-II.0103).

Those duties which all Christians are bound to perform by the law of love are especially incumbent upon elders because of their calling to office and are to be fulfilled by them as official responsibilities. (G-6.0304)

For the office of Elder

As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in governing and ministry. (G-6.0301) Elders were chosen by the people.

Together with ministers of the Word and Sacrament, they exercise leadership, government, and discipline and have responsibilities for the life of a particular church as well as the church-at-large, including ecumenical relationships. They shall serve faithfully as members of the session. (G-IO.OIOI) When elected commissioners to higher governing bodies, elders participate and vote with the same authority as ministers of the Word and Sacrament, and they are eligible for any office. (G-6.0301-02)

Elders should be persons of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel both within the church

and in the world. (G-6.0303)

For the office of Deacon

The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office. (G-6.0401)

It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. They shall assume such other duties as may be delegated to them from time to time by the session. (G-6.0402)

As the whole church is under the jurisdiction of the session, the Board of Deacons shall be under its supervision and authority. (G-6.0404)

- B. In compliance with the Book of Order (G-14.0200), the Nominating Committee shall consider the demographics of the congregation supplied by the church office in developing its list of nominees.
- C. A person serving as an active Deacon may be elected to the office of Elder.
- D. A one-year leave will be required for anyone finishing a full term on a particular board before they can be elected to that same board. A full term is defined by three years of continuous service.
- E. A Deacon finishing a full term on the Board of Deacons may be elected to a full term on the Session and vice versa.
- F. A person serving an unexpired term will be eligible for election to a full term on that particular board or another board. Likewise, a person serving a full term is eligible for election to an unexpired term
- G. While unanimous decisions regarding nominees are not mandatory, the Committee is encouraged to work toward consensus decisions.
- H. The Committee is discouraged from nominating Committee members or members of their immediate families.
- I. The Committee will nominate the exact number required for office.
- J. Other than the requirements set forth in the Book of Order and the above guidelines, there are no other restrictions for nominations for church officers.



## Profile

In order to assist the Nominating Committee with its work, please provide the information requested. If you have previously completed a profile, you may use this form to provide new or updated information. If you do not wish to be considered, please skip to Section Three.

### *Section One: Biographical*

Name \_\_\_\_\_

Single \_\_\_ Married \_\_\_ Widowed

Names and ages of children \_\_\_\_\_

Education \_\_\_\_\_

Employment \_\_\_\_\_

Year you joined First Presbyterian Church, LaGrange, \_\_\_\_\_

Please identify your service to the church in the previous 10 years. If a church other than First LaGrange, please identify the name(s) of churches served. Include service such as teacher, committee or council work, offices held, mission projects etc.

### *Section Two: Narrative*

In the space provided, please provide any additional information that you feel would be helpful to the Nominating Committee such as a brief description of your :faith journey, beliefs that characterize your faith or practices that you find helpful in your spiritual life or dreams you have for First Presbyterian Church and your service here.

### *Section Three: Expectation of Officers and Willingness to Serve*

I understand that as an officer in the Presbyterian Church ~ will be expected to uphold the Constitution of the Presbyterian Church USA. In fulfillment of those requirements, I understand that I will be expected participate in officer training, regularly attend Session or Diaconate meetings, participate in worship and education, set a moral example in my personal life, pledge, pray, demonstrate servant leadership in all my activities, communicate honestly and fairly with and about fellow members and officers, and practice :faithfulness in reliance upon God's grace in Jesus Christ.

\_\_\_ I have read the above statement and agree with it principles and if elected I am willing to serve.

\_\_\_ do not wish to be considered for office at this time, but will continue to serve Christ in other ways.

Signed \_\_\_\_\_ Date \_\_\_\_\_

