

SESSION AGENDA

First Presbyterian Church, Texarkana, Arkansas Thursday – November 16, 2017 – 5:00 p.m.

CALL TO ORDER

Rev. Dr. Susan M. Arnold

OPENING PRAYER

ADOPTION OF MINUTES

DIACONATE REPORT

Val Buster

TREASURER'S REPORT

Maggie Morgan

CLERK'S REPORT

Sheila Moore

PASTOR'S REPORT

Susan M. Arnold

COMMITTEE REPORTS:

Evangelism Committee – Susan Morehead, Moderator

Christian Education Committee – Maggie Morgan, Moderator

Property Committee - Reg Jackson, Moderator

Stewardship Committee - Mona Fomby, Moderator

Last year . . .

- 1) Request \$300 to \$500 Benevolence line item
- 2) Deferred Unified Mission Giving to . . .
 - a. Solar Under the Sun
 - b. Living Waters for the World
 - c. Presbyterian Disaster Assistance
 - d. Randy Sams
 - e. Salvation Army
 - f. Friendship Center

Worship Committee – Remica Gray, Moderator

Nominating Committee -- Randy Lacy, Moderator

Personnel Committee – Charles Morgan, Moderator

MISCELLANEOUS ITEMS

OLD BUSINESS

- 1) Audit – In Process
- 2) Reports from the Sponsorship Team & Rev. Michael Vinson from the initial Congregational Long-Range Planning process.
 - a. Recommendation and vote to sustain or suspend process.

NEW BUSINESS

- 1) Report on the 118th Stated Presbytery Meeting of Pines Presbytery on October 21, 2017 @ First Presbyterian Church, El Dorado, AR.
- 2) **Each Committee needs to review their Committee Job Descriptions at the December Committee Meeting.** Recommendations for any shifts or revisions in their Committee Job Description should be presented at the December Session Meeting.
- 3) New Officers and All Officers Training
 - a. Training of New Officers to be held within the next month.
 - b. Session's examination of New Officers at December meeting.
 - c. Ordination/Installation of New Officers sometime in January.
 - d. Joint Session/Diaconate mtg. sometime in January

PRAYER OF DEDICATION AND BENEDICTION

**SESSION MINUTES
STATED MEETING OCTOBER 19, 2017**

The Session of the First Presbyterian Church, Texarkana, Arkansas, met in a Stated Meeting on Thursday, October 19, 2017, at 5:00 p.m. in the Library.

Elders present were Charles Morgan, Susan Morehead, Reg Jackson, Maggie Morgan, Remica Gray, Martha Nell Richards, Randy Lacy, and Moderator Reverend Joe Hill, Executive Presbyter, Presbytery of the Pines. Also present were Diaconate Moderator Val Buster, Treasurer Maggie Morgan, and Acting Clerk Maggie Morgan. Visitor present was Gene Cogbill.

Reverend Joe Hill called the meeting to order, welcomed guests, declared a quorum present, and gave the opening prayer.

MOTION - was made by Martha Nell Richards and seconded by Charles Morgan to give the visitor voice. The motion passed.

MINUTES

The Session reviewed minutes from the Stated Meeting of September 21, 2017.

MOTION - was made by Charles Morgan and seconded by Reg Jackson to approve the minutes. The motion passed.

DIACONATE REPORT - Val Buster

The church picnic will be Sunday, October 29 from 3:00pm – 5:30pm. There is a signup sheet in the foyer so they can plan for how many will be attending.

The Diaconate is also looking at what our church can do with Ferncliff with the Presbyterian Disaster Assistance kits as a mission next year.

TREASURER'S REPORT - Treasurer Maggie Morgan

Maggie Morgan reviewed the financial reports for the month ending September 30, 2017.

The financial reports were received as information.

CLERK'S REPORT - Clerk Sheila Moore

1. The Acting Clerk reported that the Lord's Supper was served on October 1, 2017, and 0 home communions were served.
2. The Acting Clerk reported that the Session had approved by email vote the Nominating Committee slate for 2017 consisting of the following:

Elders:	Dan Boyles, Kurt Andrews, Sarah Propps, and Griffin Johnson
Deacons:	Betty Anthony, Beth McHenry, Kevin Thompson, and Pat Willis
Trustee:	Don Johnson
3. The Acting Clerk reported that the Session had approved by email vote the blood drive to be held on November 12, 2017, at 12:30 - 3:30 p.m.
4. The Acting Clerk reported that the Recovery Yoga was stopped at the end of August and will not be continued per a request from Dorenda Mills.

PASTORS' REPORT - Reverend Dr. Susan Arnold

Reverend Susan Arnold previously submitted a written report of her activities during the months of September-October. These included member visitations at the hospitals and in homes, regular church activities and duties, and various community activities.

EVANGELISM COMMITTEE - Susan Morehead, Moderator

The committee is getting ready for Parents Night Out, Friday, December 8.

The committee is running ads for the Advent Concert Series and our Christmas Eve service.

CHRISTIAN EDUCATION COMMITTEE - Maggie Morgan, Moderator

The youth are looking forward to the lock-in coming up on Friday, November 17.

PROPERTY COMMITTEE - Reg Jackson, Moderator

Reg reported that the water people said they would have to drill under the road to add the water meter for the orchard. Last month session approved adding the meter with as estimated cost of \$1100. Now, the cost is estimated at \$1800 since they have to go under the road. Randy Lacy is

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going to make some calls to check these figures as they seem off to him. He will bring is findings to the next session meeting.

Maggie brought a request from the Red Dirt Master Gardeners to use the Fellowship Hall for one additional day, Friday, Nov 3.

MOTION - was made by Reg Jackson and seconded by Martha Nell Richards to approve this use. The motion passed.

Remica said that some repairs would be needed to the bell tower before the ringers come in April 2018.

STEWARDSHIP COMMITTEE - Mona Fomby, Moderator

Maggie presented the proposed 2018 Budget. Chuck explained personnel's reasoning giving Rebecca a 3% cost of living adjustment, and Ron and Susan not receiving a raise.

MOTION - was made by Remica Gray and seconded by Charles Morgan to present the expenses of the budget to the congregation with the understanding that we may have to adjust the budget pending income. The motion passed 6-1 (Chuck, Martha Nell, Randy, Reg, Remica, Maggie for – Susan Morehead against)

WORSHIP COMMITTEE - Remica Gray, Moderator

Remica reported that we will have to replace a panel on the organ. The cost should be around \$300. The panel has been sent off to be repaired. The organ will be tuned sometime in November after the weather changes. The total bill for tuning and repair should be \$800-900.

Reg requested that Susan and the liturgists all use the same translation of the Bible that is in the pews. The pew Bibles are NRSV and when another translation is read from, it is sometimes difficult to follow.

NOMINATING COMMITTEE - Randy Lacy - Moderator

MOTION - was made by Randy Lacy and seconded by Charles Morgan to elect 3 elders and 3 deacons for the class of 2020. The motion passed.

PERSONNEL COMMITTEE – Charles Morgan

Chuck presented the computer policy that will be signed by employees and consistent volunteers.

MOTION - was made by from the Personnel Committee to approve the computer policy. The motion passed.

MISCELLANEOUS ITEMS - None

OLD BUSINESS

1. The audit is in process.
2. The Sponsorship Team has a meeting set for October 24. Their report will be given at the November session meeting.
3. Discussion of registering FPC TXK with the *Sharing the Goods* program at Ferncliff Camp and Conference Center and *Good360* (Ferncliff recommends this). Session will defer taking action on the Goods360 until the November meeting to do more research.

NEW BUSINESS

1. The 118th Stated Presbytery Meeting of the Pines Presbytery is October 21, 2017, at First Presbyterian Church, El Dorado, Arkansas. Maggie will have a report at the next session meeting.
2. A Congregational Meeting is set for Sunday, October 29 immediately following worship for the purpose of electing Elders, Deacons, and Trustee Committee members for the Class of 2020 and to fill unexpired terms.
3. Schedule dates for Training of New Officers.

MOTION - was made by Remica Gray and seconded by Charles Morgan to have training done in person. The motion passed.

4. New Officers will be examined at the next Stated Session Meeting following completion of training.
5. Maggie & Martha Nell will head up the Task Force to host the Presbytery meeting on February 10, 2018.
6. Treasurer for 2018

MOTION - was made by Martha Nell Richards and seconded by Chuck Morgan to elect Maggie Morgan as Treasurer for 2018. The motion passed.

7. Clerk for 2018

MOTION - was made by Chuck Morgan and seconded by Maggie Morgan to elect Sheila Moore as Clerk for 2018. The motion passed.

PRAYER OF DEDICATION AND BENEDICTION.

Rev. Joe Hill closed the meeting with prayer at 6:35pm.

Reverend Joe Hill, Moderator

Maggie Morgan, Acting Clerk of Session

**CONGREGATIONAL MEETING MINUTES
OCTOBER 29, 2016**

After proper notice was given, a Congregational Meeting of the First Presbyterian Church, Texarkana, Arkansas, was held on Sunday, October 29, 2016, following the morning worship service.

Moderator Reverend Susan Arnold opened the meeting with prayer and declared a quorum present. Reverend Arnold stated the purpose of the meeting was to elect church officers for the Class of 2020.

Randy Lacy, moderator of the Nominating Committee, was called to give the report from the Nominating Committee.

Mr. Lacy said the following persons had been nominated and agreed to serve as officers for the Class of 2020:

FOR ELDER

Kurt Andrews
Dan Boyles
Griffin Johnson (youth-1 year term)
Sarah Propps

FOR DEACON

Betty Anthony (Class of 2019)
Beth McHenry
Kevin Thompson
Pat Willis

FOR TRUSTEE

Don Johnson
Shirley Cline (Class of 2019)

Reverend Arnold asked if there were any nominations from the floor; there were none.

MOTION - from the Nominating Committee to elect the slate of officers as presented. The motion passed unanimously.

There being no other business to conduct, the meeting was adjourned with the Benediction.

Reverend Susan Arnold, Moderator

Sheila Moore, Clerk of Session

NOVEMBER 2017 PASTOR'S REPORT

VISITATION

Hospital - ?
Home/Nursing Home - ?
Restaurant -
Funeral Home -
Business -
Counseling
 Office - 1
 Restaurant -
 Home -
 Funeral Prep. -
Home Communion -

REGULAR FIRST CHURCH ACTIVITIES

Prepare & Preach for Sunday Morning - 4; Sunday morning Prayer Group; Prep & facilitate Staff mtgs.; Prep and Facilitate FNS-4; Prep Announcement Slides for FNS; Send Congregation Announcement emails; Process Attendance Sheets & maintain records; Debrief Staff of Session Highlights; Write Thank You notes for pertinent events/assistance; Put Session Agenda & Minutes on Bulletin Board; Upload Session Agenda & Minutes to Website; Upload Newsletter to Website; Update Visitors List & send 1st time visitor notes; Update Congregational Care List; Update Homebound List; Write Newsletter article; Remind Diaconate Moderator to send Agenda a week early; Prep & Send Session Agenda & Pastor's Report to Clerk 1 week early; Attend Sunday Night Worship & Adult Bible Study - 4; Prep & Facilitate Brown Bag Bible Study; Prep & Facilitate Session mtg.; Worship mtg.; Diaconate mtg.; Stewardship mtg.; Evangelism mtg.; Nominating mtg. (absent); Prep & send Journey Through Grief booklet sets; Tutoring – 2/wk.; Daily noon prayer;

IRREGULAR FIRST CHURCH ACTIVITIES

Follow-up Sponsorship Team mtg. for Long Range Planning Event w/ Michael Vinson - 2; Church Picnic; Thanks-For-Giving Luncheon; LifeShare Blood Drive;

PRESBYTERIAN COMMUNITY & PRESBYTERY ACTIVITIES

Staff Arkansas Presbyterian Pilgrimage #27 (2 participant members of FPC, TXK); Austin Seminary Fundraising Luncheon – alumna speaker;

COMMUNITY ACTIVITIES

Downtown Community Garden mtg.; Civic Club mtg.; Mt. w/ Equality Texarkana to discuss use of space here at FPC for their Youth Group meetings and potential use of office space;

CONTINUING EDUCATION

Clergy Support Group;

VACATION

Monthly Financial Highlights - November 2017

	October Actual	October Budget	YTD Actual	YTD Budget
Income	\$ 15,222	\$ 26,010	\$ 232,598	\$ 260,100
Expense	\$ 29,154	\$ 29,545	\$ 275,949	\$ 295,426
Net Gain (Loss)	\$ (13,932)	\$ (3,535)	\$ (43,351)	\$ (35,326)

Bank Account Balances

Checking Account Balance as of October 31, 2017	\$ 114,457
Money Market Account Balance as of October 31, 2017	\$ 255,547

Texas Presbyterian Foundation Funds

Initial Amount Invested	\$ 115,853.23
Income Earned Since Inception	\$ 30,203.59
Subtotal	<u>\$ 146,056.82</u>
Unrealized Gains Since Inception	<u>\$ 39,327.06</u>
Total Value of TPF Funds as of October 31, 2017	\$ 185,383.88

Due to Funds Split between Checking & MMA Accounts

as of October 31, 2017

	Amount in Checking	Amount in MMA	Fund Total
Deferred Income - Pledges	\$ -	\$ 10,000.00	\$ 10,000.00
Angel Quilts	\$ 1,218.28	\$ -	\$ 1,218.28
Angel Tree	\$ 254.58	\$ -	\$ 254.58
AV Fund	\$ 2,644.53	\$ 3,000.00	\$ 5,644.53
Bell Tower	\$ 150.00	\$ 2,550.06	\$ 2,700.06
Cap Imp - NON-restricted	\$ (11,251.80)	\$ 25,000.00	\$ 13,748.20
Cap Imp - RESTRICTED	\$ -	\$ 3,151.61	\$ 3,151.61
Card Ministry	\$ 905.21	\$ -	\$ 905.21
Community Garden	\$ 2,020.09	\$ -	\$ 2,020.09
Diaconate Projects	\$ 295.89	\$ -	\$ 295.89
Donor Defined	\$ -	\$ 40,500.00	\$ 40,500.00
Evangelism Missions	\$ 395.00	\$ -	\$ 395.00
Godly Play	\$ 726.06	\$ -	\$ 726.06
Haiti	\$ 931.00	\$ -	\$ 931.00
Joy Gift Offering	\$ -	\$ -	\$ -
Labyrinth	\$ -	\$ 1,912.78	\$ 1,912.78
Malcolm	\$ (1,220.49)	\$ 3,000.00	\$ 1,779.51
Matching Perm Funds Campaign	\$ -	\$ 10,000.00	\$ 10,000.00
Memorial Orchard	\$ (278.45)	\$ 1,500.00	\$ 1,221.55
Music	\$ 2,277.92	\$ 5,000.00	\$ 7,277.92
Pentecost Offering	\$ 30.00	\$ -	\$ 30.00
Permanent Funds Ministry	\$ -	\$ 400.00	\$ 400.00
Poinsettias/Lillies	\$ 1,784.74	\$ -	\$ 1,784.74
PW	\$ -	\$ -	\$ -
Souper Bowl Sunday	\$ -	\$ -	\$ -
Thanksgiving Baskets	\$ 1,556.66	\$ -	\$ 1,556.66
Transportation	\$ 1,736.20	\$ 15,000.00	\$ 16,736.20
Youth	\$ 3,595.84	\$ 4,000.00	\$ 7,595.84
Youth/Alt Wor	\$ (1,573.74)	\$ 6,500.00	\$ 4,926.26
Grand Totals	\$ 6,197.52	\$ 131,514.45	\$ 137,711.97

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2017 Budget

Between 01/01/2017 and 10/31/2017

INCOME CATEGORIES

Category	YTD Budget	Received	YTD Difference	Annual Budget	Difference
2017 Pledges	185100	177355	-7745	222120	-44765
Plate	62500	48303	-14197	75000	-26697
Other Income	12500	6940	-5560	15000	-8060
Income Categories Total	260100	232598	-27502	312120	-79522

EXPENSE CATEGORIES

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Clergy - 403(b) deferred compensation	4349	4000	-349	5219	-1219
Clergy - Wages	37216	37340	124	44659	-7319
Clergy - Housing & Utilities	15921	16166	245	19105	-2939
Clergy - Continuing Education Expense	2400	1483	-917	2880	-1397
Clergy - Health Insurance	13535	14084	549	16242	-2158
Clergy - Death/Disability	588	575	-13	706	-131
Clergy - Dental Insurance	1360	1360	0	1632	-272
Clergy - Reimb Self Emp Tax	4429	4497	68	5315	-818
Clergy - Professional Expense	2000	621	-1379	2400	-1779
Clergy - Mileage Reimbursement	2467	3205	738	2960	245
Clergy - Annuity	6473	6323	-150	7768	-1445
Dir of Christian Ed - annuity	0	0	0	0	0
Dir of Christian Ed - continuing education expense	0	0	0	0	0
Dir of Christian Ed - death/disability insurance	0	612	612	0	612
Dir of Christian Ed - mileage reimbursement	0	0	0	0	0
Dir of Christian Ed - Dental Insurance	0	0	0	0	0
Dir of Christian Ed - health insurance	0	5830	5830	0	5830
Dir of Christian Ed - Salary	0	-110	-110	0	-110
Dir of Christian Ed - professional expense	0	18	18	0	18
Organist/Choir Director - Salary	0	4690	4690	0	4690
Dir of Christian Ed/Music - salary	32907	17413	-15494	39488	-22075
Dir of Christian Ed/Music - health insurance	8433	2332	-6101	10120	-7788
Dir of Christian Ed/Music - death/disability insurance	1225	245	-980	1470	-1225

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Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Dir of Christian Ed/Music - Dental Insurance	0	0	0	0	0
Dir of Christian Ed/Music - continuing education expense	625	0	-625	750	-750
Dir of Christian Ed/Music - professional expense	625	410	-215	750	-340
Admin Asst - annuity	0	0	0	0	0
Admin Asst - death/disability insurance	903	855	-48	1084	-229
Admin Asst - health insurance	8433	9801	1368	10120	-319
Admin Asst - mileage reimbursement	0	0	0	0	0
Admin Asst - salary	20800	20109	-691	24960	-4851
Custodian - annuity	2659	2701	42	3191	-490
Custodian - death/disability insurance	242	246	4	290	-44
Custodian - dental insurance	369	370	1	443	-73
Custodian - health insurance	8433	11661	3228	10120	1541
Custodian - mileage reimbursement	667	1732	1065	800	932
Custodian - salary	23804	21866	-1938	28565	-6699
Nursery - coordinator stipend	1040	1040	0	1248	-208
Nursery - salary	4466	2056	-2410	5359	-3303
Consultant Wages - CE	0	1887	1887	0	1887
Consultant Wages - Web	0	1000	1000	0	1000
Other Benefit - Contingency Expenses - employee benefits	0	0	0	0	0
Other Benefit - Miscellaneous employee benefits (bonus)	1667	0	-1667	2000	-2000
Other Benefit - Workers Compensation Insurance	1292	1358	66	1550	-192
Payroll Taxes - Medicare (employer share)	750	0	-750	900	-900
Payroll Taxes - Social Security (employer share)	5917	5874	-43	7100	-1226
Benevolence - other missions	0	0	0	0	0
Benevolence - pastor	0	19	19	0	19
Benevolence - Presbytery Unified Missions	0	0	0	0	0
Benevolence - theological	0	0	0	0	0
Presbytery Dues	2284	2741	457	2741	0
Office Expense	5417	1455	-3962	6500	-5045
Witness and Service	417	-44	-461	500	-544
Worship - Music	3750	3926	176	4500	-574
Worship - Music Equipment/Instrument Maintenance	3333	450	-2883	4000	-3550

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Worship - Worship Supplies	833	565	-268	1000	-435
Building & Grounds - Food & Kitchen & Custodial Supp	2083	2446	363	2500	-54
Building & Grounds - Maintenance	11667	11798	131	14000	-2202
Building & Grounds - Property Insurance	15833	15821	-12	19000	-3179
Building & Grounds - Utilities	28333	29187	854	34000	-4813
Christian Education - Background Checks	417	280	-137	500	-220
Christian Education - Camps, rallies, and retreats	417	262	-155	500	-238
Christian Education - Nursery	63	102	39	75	27
Christian Education - Vacation Bible School	500	568	68	600	-32
Christian Education - Youth programs	1250	1354	104	1500	-146
Christian Education - Adult/Whole Church programs	667	695	28	800	-105
Christian Education - Childrens programs	667	173	-494	800	-627
Evangelism - Evangelism programs	833	0	-833	1000	-1000
Evangelism - Children's Ministries	417	200	-217	500	-300
Congregational Care and Nurture	83	22	-61	100	-78
Bell Tower Expense	0	0	0	0	0
Nominating/Training	167	289	122	200	89
Stewardship Expense	0	0	0	0	0
Expense Categories Total	295426	275959	-19467	354510	-78551



TEXAS PRESBYTERIAN FOUNDATION
 First Presbyterian Church Texarkana
 Summary Report of Transactions
 For the Period August 1, 2011 to October 31, 2017

Account Number	Account Name
53791	FPC Texarkana - General Endowment Fund
53792	FPC Texarkana - Capital Facilities Fund
53793	FPC Texarkana - Programs, Mission, and Benevolence Fund
53823	FPC Texarkana - Music Fund

Beginning Cost	Beginning Market Value	Contributions	Transfers	TPF Balanced Pooled Fund	Other Income	Cost Adjustments	Distributions	Change in Unrealized Gain/Loss	Realized Gain/Loss	Ending Cost	Ending Market Value
\$0.00	\$0.00	\$115,853.23	\$0.04	\$29,914.48	\$289.07	\$0.00	\$0.00	\$39,327.06	\$0.00	\$146,056.82	\$185,383.88

Initial Amount Invested \$ 115,853.23
 Income Earned Since Inception \$ 30,203.59
 Subtotal \$ 146,056.82
 Unrealized Gains Since Inception \$ 39,327.06
 Total Value of TPF Funds \$ 185,383.88
 as of October 31, 2017

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First Presbyterian Church
Christian Education Committee
Minutes
Stated Meeting
11/5/2017

Members Present: Maggie Morgan, Aimee Gilliland, Stephanie Jackson, Josh Davitt, Fran Mitchell, Leah Doughty

The Christian Education Committee was called to order at 12:15 pm.

The minutes of the previous meeting were approved as written.

Unfinished Business –

- Youth
 - Thanksgiving Baskets & lunch
 - Help serve lunch – leave worship during last hymn
 - Everyone bring a cake or 2 dozen cookies for dessert for lunch
 - Will be done by 1:30pm.
 - Go shopping for \$50 contest during youth group time Sunday night
 - Lockin
 - The lock-in will be Friday, November 17 6pm to Saturday, November 18 8am.
 - Leah will cook breakfast.
 - Josh will do a devotional during or after breakfast.
 - Kurt & Susan Andrews have offered to have the kids at their house for dinner and a bonfire.
 - We will leave the church at 6:30pm and leave the Andrews house no later than 11pm.

New Business –

- Communication between other committees and CE regarding youth activities needs to improve. Details for what the youth are supposed to do for the Thanksgiving Baskets and Parents Night Out have not been given to CE.

Upcoming Dates –

- Sun., Nov. 12 12pm – “Thanks for giving lunch”
- Fri., Nov. 17 6pm – Sat., Nov. 18 8am – lockin @ church
- Fri., Dec. 8 – help with Parents Night Out.
- Sun., Jan. 1 – cook & serve dinner @ Randy Sams

The next stated meeting will be Sunday, December 3 at 12:15pm.

Meeting adjourned at 1:35 pm.

Maggie Morgan
Moderator

WORSHIP COMMITTEE JOB DESCRIPTION

This committee has the responsibility to provide for the worship of the people of God and to encourage the people to participate fully and regularly in it. This committee shall make provision for the preaching of the Word, the sharing of the Sacraments, the music program, and for the space where worship is conducted in keeping with the Presbyterian Church USA *Book of Order* (G-3.0201) and the principles in the Directory for Worship (W-1.4004).

The Music Director/Organist and one of the teaching elder(s) shall be ex-officio members of this Committee. A representative from the Diaconate will be appointed annually to serve on this Committee.

Responsibilities for Weekly Lord's Day Worship:

- Prepare a schedule of ushers for Sunday services, running from February of the current year through January of the coming year.
- Coordinate the training and scheduling of acolytes.
- Insure the availability of worship supplies, including candles, paraments, decorations, bulletins, and pew supplies.
- Arrange for supply preachers when needed in consultation with the Minister of the Word and Sacrament.

Responsibilities for Other Worship Services and Church Functions:

- Insure that preparations for the sacraments of baptism and the Lord's Supper have been made.
- Coordinate communion for shut-ins in conjunction with the Minister of the Word and Sacrament.
- Schedule lay leadership as needed for worship: such as, Men of the Church Sunday and Youth Sunday.
- Provide church hosts and ushers for weddings, funerals, and special worship services and other church functions that take place in the sanctuary.

Responsibilities to the Session and to Other Committees:

- Recommend the dates, times, and occasions for all worship services, including dates for the Lord's Supper.
- Assist the Session in scheduling Ruling Elders to serve at the Lord's Supper.
- Recommend guest speakers during the worship service to the Session: such as, Gideons, Vera Lloyd Home, Evergreen Ministries.
- Present a monthly report to the Session.
- Recommend expenditures of \$500.00 or more to the Session for approval.
- Provide information regarding special worship opportunities that needs to be publicized to the Evangelism Committee.

Responsibilities to the Music Director:

- Work with the Music Director to support the Advent Series.
- Oversee the Music Fund, considering recommendations of the Music Director regarding plans for use of this fund and the "Due to Music" fund to enhance and enrich the music ministry.

Other Responsibilities:

- Review and update the committee job description annually.
- Recommend policies regarding weddings and funerals to the Session and review existing policies at the request of the Session.
- Oversee the care and preservation of musical instruments through the Musical Instrument Maintenance Committee.
- Present an annual report to the congregation.