COMMITTEE & MINISTRY TEAM JOB DESCRIPTIONS

CHRISTIAN EDUCATION COMMITTEE 2
BOARD OF DEACONS 3
HOSPITALITY MINISTRY TEAM 4
MISSION & JUSTICE COMMITTEE 5
MUSIC AND FINE ARTS COMMITTEE 6
NOMINATING COMMITTEE 7
PERSONNEL COMMITTEE 8
PROPERTY COMMITTEE 9
STEWARDSHIP AND FINANCE COMMITTEE 11
WORSHIP AND SACRAMENTS COMMITTEE 13

FPC COMMITTEE & MINISTRY TEAM DESCRIPTIONS

CHRISTIAN EDUCATION COMMITTEE

MISSION

To glorify God through Christian education, for the purpose of fostering Christian faith and commitment, nurturing spiritual growth, and developing servant –leaders. We accomplish this by providing diverse, biblically-based programs and learning opportunities. We seek to develop individual's spiritual gifts, to grow the faith of our church community through the Holy Spirit, to nurture knowledge in Jesus Christ, and to serve God.

AUTHORITY

To recommend to Session policies pertaining to Christian education program areas and activities for Session consideration, to administer Christian education programs and activities under committee jurisdiction within guidelines provided by the Session and the Book of Order.
It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the Committee, but the Moderator is accountable.

REPORTABILITY AND ACCOUNTABILITY

The Committee reports to the Session concerning its programmatic responsibilities and is accountable to the Session for the satisfactory performance of these responsibilities.

RESPONSIBILITIES

1. Develop, coordinate and facilitate an effective, comprehensive, Christian education program, for all age groups.
2. Evaluate and recommend for Session approval appropriate curricula for use in Christian education programs and classes.
3. Develop, coordinate and facilitate Sunday morning Christian education opportunities for all age groups
4. Oversee and "Adult Christian Education Council" (CE subcommittee) responsible for developing, coordinating, and facilitating adult education offerings, based both on the Bible and on the Christian faith as applied to everyday life situations. Recommendations of this subcommittee will be brought to the Christian education Committee for consideration and approval.
5. Develop, coordinate and facilitate a Vacation Bible School program for children.
6. Develop, coordinate and facilitate special and/or seasonal Christian education offerings.
7. Encourage individuals and groups in the church to participate in the programs of Camp Calvin Crest and to utilize the camp facilities for church activities.
8. Provide for operation of a nursery during worship services on Sundays and other Christian Education events, as necessary.
9. Develop, coordinate and facilitate leadership education opportunities for Christian education teachers and leaders.
10. Advise and counsel the Personnel Committee regarding staff requirements and staff performance.
11. Inform the congregation regarding Christian education programs and opportunities.
12. Be responsible for any policy making and/or financial request of the Library Committee that requires session approval.
13. Respond and justify to the Stewardship & Finance Committee all planned expenditures for the operating year.

14. Coordinate all Bible Study groups within the congregation.
15. Develop, coordinate and facilitate confirmation and new member education classes.

BOARD OF DEACONS

MISSION

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) In First Presbyterian Church, the deacons take primary responsibility for the caring ministries of the church, both to members, and to any others they are called to respond to, always being guided by G-2.0201.

AUTHORITY

The moderator of a board of volunteers has authority, if needed, to administer board activities in the absence of a staff member. This authority may be delegated to another member of the board, but the moderator is accountable.

REPORTABILITY AND ACCOUNTABILITY

The Board is under the supervision and authority of the session (G-2.0202) for the satisfactory performance of its responsibilities.

RESPONSIBILITIES

1. Worship:
    a. Coordinate rides to worship for members who have no other means.
    b. Coordinate with the Worship & Sacraments Committee in providing an opportunity to share communion with the homebound members each quarter of the year (January, April, July, October).
2. Member Care:
    a. Send birthday cards to all children of the church from birth through high school.
    b. Send books/cards and maintain contact with baptized children who live out of town.
    c. Deliver a quilt and a cradle cross to all new babies in the church family & arrange baptismal shawl for baptisms.
    d. Coordinate the delivery of meals to families or individuals in times of special need, including birth of a child, death of a loved one, and injury or illness in the immediate family.
    e. Be aware of members no longer able to attend services and assign deacons or visitors
    f. Recruit volunteers for the visitation ministry, who will:
        1. Visit in person at least every other month, contact monthly in other ways, i.e. phone calls, cards
        2. Deliver plants twice a year (Easter lilies and Christmas poinsettias)
        3. Complete a monthly visitation report g. Send greeting cards to shut-ins periodically.
    g. Stephen's Ministry:
    h. Refer those who have lost a spouse or significant other to Stephen Ministry who has contacts with grief counseling services in the area.
        i. Refer to Stephen Ministry those needing additional care outside of general visitation.
        ii. Budget for Stephen's Ministry

i. Coordinate funeral needs with Presbyterian Women, including budgeting for funeral receptions.
j. Oversee the Prayer Chain
k. Sell grocery cards for the aid and assistant fund.
l. Determine distributions from the aid and assistant fund as requested.
m. Assist Pastoral staff in all ways concerning member care.

3. Fulfill all special requests from the session.

HOSPITALITY MINISTRY TEAM

MISSION

To develop and implement a process that welcomes and integrates people into the culture and life of the church, guided by the core values, goals and priorities of First Presbyterian Church as determined by the Session.

AUTHORITY

To recommend to Session policies pertaining to welcoming and integrating people into the life and culture of the church To recommend, encourage and guide committees and groups within the church to implement a hospitality component to their ministries.
It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the Committee, but the Moderator is accountable.

REPORTABILITY AND ACCOUNTABILITY

The Committee reports to the Session and is accountable to the Session for the satisfactory performance of these responsibilities.

RESPONSIBILITIES

1. To develop a strategy for actively welcoming and orienting people who attend events and activities at FPC
2. To attend to the physical/building aspects of a hospitality ministry, making recommendations to relevant committees or individuals regarding those things that will enhance the welcome people experience as they enter our physical space for ministry, activities, or aid.
3. To develop and implement a short-term process for engaging with guests/visitors, with the goal of discerning their needs, and leading them to a deeper engagement with us.
4. To develop and implement a long term process for integrating guests into the life and ministry of our church.
5. To recruit, train, and support volunteers to help with these responsibilities.
6. To communicate regularly with the pastor about guests and follow-up needs.
7. To set clearly articulated goals for the impact of this ministry, identify markers to indicate when goals are reached, evaluate them regularly, and report on them to Session.

MISSION & JUSTICE COMMITTEE

MISSION / PURPOSE

To plan and conduct activities designed to help the members of the congregation become aware of mission needs and issues in in our community, as well as throughout the world, to enable the members to put their faith in action and be partners in Christ's service.

AUTHORITY

To recommend policies to the session that pertain to the committee's program area, and to administer programs and activities under its jurisdiction within guidelines provided by the session. It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the committee, but the chairperson is accountable.

REPORTABILITY AND ACCOUNTABILITY

The committee reports to the session concerning its programmatic responsibilities and is accountable to the session for the satisfactory performance of these responsibilities.

RESPONSIBILITIES

1. Mission Outreach:
    a. Promote interest in, knowledge of, and support for, mission programs of the local congregation, Homestead Presbytery, and the Presbyterian Church (U.S.A.) among members of the congregation, children and youth.
    b. Recommend goals for mission programs & activities in relation to other programs & activities of the church.
    c. Prepare and submit to the session an annual mission budget that considers funds from Allhands and other available funds as well as the regular contributions of the church.
    d. Work with church committees to develop and submit the annual grant request for funds from the Dolezal Family Foundation by January 31st each year.
    e. Disburse available funds from the Century Guild Fund in accordance with the terms of the agreement between Century Guild and the Foundation.
    f. Advertise and promote the following Special Offerings of the PCUSA: One Great Hour of Sharing, Pentecost, and the Presbyterian Disaster Assistance fund.
    g. Help form partnerships that embrace early childhood education, hunger, housing, and literacy.
    h. Coordinate with the approval of the Property Committee and the Session, the use of church property by non-profit organizations serving the needs of adults and children.
    i. Adhere to the budget & seek session approval for expenditures that are outside the approved budget.
    j. Obtain approval from session annually for anticipated regular requests to be made to the congregation for funds or donated items and submit to the session for approval any additional requests to be made.
    k. Prepare a report of the Committee's yearly activities for the church Annual Report.
2. Social Justice:

a. Encourage the congregation and its members to be aware of the responsibility of Christians to address the social concerns of our day in light the Gospel of Jesus Christ.
b. Identify social concerns and propose ways for the congregation and its members to address those needs, with particular awareness of our responsibility within our neighborhood.
c. Encourage our congregation to reach out to social, racial and ethnic minorities.

MUSIC AND FINE ARTS COMMITTEE

MISSION

To work with the pastor and music director to provide a comprehensive program of music and the other fine arts that enhances the worship of the congregation, nurtures persons through involvement in the ministry of fine arts, and reaches into the greater Lincoln community through this program of excellence.

AUTHORITY

To recommend policies pertaining to their program area and other appropriate activities to the Session for consideration; to administer programs and activities under their jurisdiction within guidelines provided by the Session and the Book of Order. It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the committee, but the chairperson is accountable.

REPORTABILITY AND ACCOUNTABILITY

The committee reports to the Session concerning its programmatic responsibilities and is accountable to the Session for the satisfactory performance of these responsibilities.

RESPONSIBILITIES

1. Provide choral and musical portions of worship services coordinated by the Pastor and the Director of Music.
2. Inform the congregation about the music program and activities.
3. Provide a variety of choral and instrumental groups and opportunities for adults, youth and children.
4. Assist in providing special music events at the church building.
5. Provide information to the Budget and Finance Committee regarding all planned expenditures for the operating year.
6. Advise and counsel the Property Committee concerning maintenance and purchase of equipment and facilities requiring other than routine annual budget expenditures.
7. Advise and counsel the Personnel Committee concerning staff requirements and staff performance.
8. Working with the Director of Music, provide general guidance and oversight for the Arts for the Soul Concert Series, promoting the series in the life of the church and the community in general.

NOMINATING COMMITTEE (BYAWS)

SECTION 1 – MEMBERSHIP

There shall be a representative nominating committee consisting of eight active members of the congregation, chosen in accordance with the "Book of Order" of the Constitution of the Presbyterian Church (U.S.A.). The committee membership shall consist of the following:

a. One currently serving elder on the session, selected and named by the session as moderator;
b. One additional elder (serving or not serving), selected and named by the session as vice moderator;
c. One represented from and named by the Presbyterian Women;
d. One represented from and named by the Foundation Board of Directors;
e. One represented from and named by the Board of Deacons
f. Three at large members of the congregation, nominated by this committee and elected by the congregation.
   One-third (1/3) of the at-large members shall be elected annually by the members to serve for a term of three (3) years or until their respective successors are elected. No at-large member shall be elected for successive terms, full or partial, aggregating more than six (6) years and thereafter shall be ineligible for election for a term of one (1) year.

SECTION 2 – ELECTIONS

The committee shall present to an appropriate meeting of the congregation, nominations of one eligible person for each position to be filled:

a. on the session;
b. on the Board of Deacons,
c. the appropriate vacancies on the Board of Directors of the congregation's Foundation;
d. and also three members of the congregation to serve on the congregation's nominating committee.

SECTION 3 – ADDITIONAL NOMINATIONS

a. Additional nominations of qualified persons may be made from the floor by any eligible voter after having received permission from the nominee.
b. When requested by the session, the nominating committee shall present to the session for its election and/or appointment, the names of qualified individuals for positions within the structure of the congregation, other than those referred to in Section 2 above.
c. When requested by the session, the nominating committee shall present to the session for its election and/or appointment, eligible individuals to serve as representatives of the congregation on various agencies within the civil and ecumenical community as well as the Presbyterian Church (U.S.A.) structure of which this congregation is a partner.

PERSONNEL COMMITTEE

MISSION

THE WORK OF THE CHURCH IS TO EQUIP THE SAINTS FOR THE WORK OF MINISTRY, FOR BUILDING UP THE BODY OF CHRIST, (EPHESIANS 4:12) *IN THAT SPIRIT, THE WORK OF THE PERSONNEL COMMITTEE IS TO PROVIDE FOR AN* orderly, focused, and considerate means for the Session to build a healthy work environment for all Church staff in support of the mission and ministry of First Presbyterian Church.

ACCOUNTABILITY

The Personnel Committee works in partnership with the Head of Staff and is accountable to the Session for the performance of its responsibilities. It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the committee, but the chairperson is accountable.

MEMBERSHIP

The Committee shall have 6 members: two from session, one of whom shall be appointed chair by the session, and four members at large, of which no more than one shall be currently serving on session. The pastor serves as an ex-officio member, without vote. The committee will be divided into classes which are determined by the session's normal rotation process. No one may serve more than two consecutive terms.

MEETINGS

The committee shall meet at least quarterly and on the call of the chairperson, the session or the Head of Staff. The agenda for each meeting shall be set by the chairperson and head of staff jointly. No meeting shall take place without the Head of Staff present, unless the Head of Staff is notified and informed of the agenda, and consents to the meeting being held in the absence of the Head of Staff.

RESPONSIBILITIES

1. With the Head of Staff and in consultation with appropriate committees, to regularly evaluate the staffing needs of the church, and to make recommendations to the session regarding the staffing needs and changes
2. To hire staff as needed, in consultation with appropriate committees.
3. In consultation with the Head of Staff, to terminate church staff as necessary, adhering to all policies for disciplining and noting discrepancies in staff work performance.
4. To assure that job descriptions are up to date, approved by session, and on file for all employees,
5. To participate in as appropriate and to review with the Head of Staff all staff annual reviews and performance evaluations
6. To make annual salary and related compensation recommendations to the Stewardship and Budget Committee.
7. To recommend personnel policies and procedures to the session, assuring that personnel practice, policies and regulations are at all times consistent with employment regulations and requirements of the State of Nebraska.
8. To assure that appropriate personnel files and records are maintained by the church.
9. To encourage professional growth and development for all staff.

10. To provide support for the pastor(s) and other members of staff.

To confer with the Head of Staff on any important issues of concern.

PROPERTY COMMITTEE

MISSION

To oversee and maintain church property (the grounds, and building interior and exterior) under session oversight, to oversee use of the church building and policies governing its use; and to recommend to the session major expenses to maintain the facility, including remodeling and/or repair as needed.

AUTHORITY

It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the committee, but the chairperson is accountable.

REPORTABILITY AND ACCOUNTABILITY

The committee reports to and is accountable to the session for the satisfactory performance of its responsibilities.

RESPONSIBILITIES

Administrative:

- Develop and recommend to session policies and procedures related to building, grounds and safety.
- Review insurance coverage annually and recommend changes as needed
- Oversee and process insurance claims
- Review monthly expenditures, prepare an annual budget.
- Regularly evaluate utility costs for efficiency and promote conservation of energy and other natural resources.
- Approve building use requests in line with Building Use Policies and Fees. Make recommendations to session for exceptions to approved policies or fees.
- Maintain an inventory of equipment and furnishings, including: ○ Serial numbers and photographs of equipment like computers, peripherals, copy machines, TVs, DVD players, etc. ○ When purchased or donation date of equipment
    - Where purchased ○ Manufacturer info
    - Contact information for maintenance
- Obtain competitive bids and supervise outside contractors in the completion of services
- Develop a written long-range schedule for major repairs and maintenance

Exterior:

- Annually inspect all aspects of the exterior of the building, roof, doors and windows, make repairs and improvements as necessary.
- Make arrangements for snow removal, lawn care, trimming, planting, and other seasonal responsibilities

FPC COMMITTEE & MINISTRY TEAM DESCRIPTIONS

- Make arrangements for upkeep and maintenance of equipment such as lawn mowers, snow blowers, and trimmers, and recommend purchase as necessary.
- Annually make arrangements for exterior window cleaning as necessary.
- Make arrangements for exterior cleaning (brick, etc.) as necessary.
- Annually inspect parking areas, make repairs and improvements as necessary.

Interior and Systems:

- Perform regular building checks to assess maintenance, repair and replacement needs
- Make arrangements for the regular cleaning of the building, working with appropriate committees as necessary.
- Analyze operating efficiencies of all church systems on a regular basis
- Inspect, maintain and repair church systems, including boilers, HVAC system and software, lighting, electrical, etc.
- Annually and as needed inspect, maintain, repair, and arrange for certification and compliance of the elevators and lifts.
- Purchase or recommend purchase of furnishings as needed to meet ministry and hospitality needs, working with appropriate committees.

Safety:

- Annually and as needed evaluate the building and grounds security and make recommendations for improvements.
- Have a certified inspector inspect and certify all fire extinguishers on a yearly basis
- Maintain first aid kits throughout the building
- Oversee the contract with a security monitoring firm to maintain and monitor the security system.
- Make recommendations for improvements to the security system.
- Develop a written procedure for evacuation of the building and shelter in the building in case of emergency.
- Oversee agreement with the Red Cross for use of FPC as an emergency shelter if needed.

STEWARDSHIP AND FINANCE COMMITTEE

MISSION

The mission of the Stewardship and Finance Committee of First Presbyterian Church, Lincoln, Nebraska is to lead our congregation into spiritual formation that allows them to trust God, to serve God, and to enjoy God with all they are and all they have. The committee strives to ensure that First Presbyterian Church of Lincoln is being led by Biblical stewardship teachings and by placing before the congregation the Christian basis for a disciplined, whole-life, joy-filled, stewardship response to God's many blessings.

AUTHORITY

This committee is given the authority to perform all responsibilities set forth in this job description and by following the Session-approved procedures contained within the church's Financial Policies document. The committee may make recommendations to the Session, as appropriate, on policy changes and other activities under the purview of the committee.
It is understood that the chairperson of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. The authority may be delegated to another member of the committee, but the chairperson is accountable.

REPORTABILITY AND ACCOUNTABILITY

This committee reports and is accountable to the Session concerning its responsibilities.

RESPONSIBILITIES

- To study and grow individually and as a committee in the understanding of Biblical stewardship so the committee can help church members see the relationship between whole-life stewardship and the life of discipleship.
- To work with other committees, groups and organizations within the congregation in planning an intergenerational, year-round, age-appropriate stewardship education program in support of the church's vision and core mission.
- To help members become better acquainted with their spiritual gifts and to help them invest those gifts in the church's ministry.
- To help members understand how the budget supports the core mission for the church.
- To personalize giving through First Online and First Report messages and periodic Sunday morning worship "Minutes for Stewardship." Communicating to the congregation about what ministries, services, and mission efforts will be supported by the budget.
- To oversee the financial affairs of the church, analyzing past and present trends in giving so it can keep Session and church members informed on the state of the financial affairs of the church.
- In consultation with all Session committees, to develop the church's annual budget for Session approval.
- Plan and implement the annual covenant drive.
- On an ongoing basis, analyze the financial condition of the church in relation to the budget and stewardship.
- Devise strategies to remain solvent while carrying out the ministry of the church consulting with and advising committees and the Session on corrective action as appropriate.

FPC COMMITTEE & MINISTRY TEAM DESCRIPTIONS

FINANCE REVIEW AND OVERSIGHT SUB-COMMITTEE

MISSION

To provide regular review of the church finances and reports, and to monitor adherence to First Presbyterian Church Finance Policies

AUTHORITY

It is understood that the chairperson of a sub-committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the committee, but the chairperson is accountable.

REPORTABILITY AND ACCOUNTABILITY

The Sub-Committee reports to and is accountable to the session through the Stewardship & Finance Committee for the satisfactory performance of its responsibilities.

MEMBERSHIP

The sub-committee will determine its own chairperson. The membership shall be made up of a mixture of members of the Stewardship and Finance Committee and members-at-large. The church treasurer shall be a member of this subcommittee.

RESPONSIBILITIES:

1. To reconcile bank reports monthly
2. To review detailed finance reports monthly, noting any abnormal income, expenses, or changes in account balances, and report to the Stewardship and Finance Committee
3. Review annual audits/financial reviews and make recommendations to the Stewardship & Finance Committee
4. Make recommendations to Stewardship & Finance for annual audits/financial reviews 5. To monitor adherence to the church Finance Policy

FPC COMMITTEE & MINISTRY TEAM DESCRIPTIONS

WORSHIP AND SACRAMENTS COMMITTEE

The Worship & Sacraments Committee disbanded in 2025, with the Session taking on the responsibilities of the Worship & Sacraments Committee, along with the Pastor.

We are grateful for:

our **Ushering Teams** who welcome us to worship, hand out bulletins, and collect the offering,

our **Communion Team** who prepare communion for the worship services, and

our **Liturgist Recruitment Volunteer** who recruits volunteers to help lead worship.

On occasion the Pastor may request a small worship team gather to assist in preparing for special services or series. If anyone is interested in serving on those short-term teams, please let the pastor or the church administrator know.

MISSION

To work with the Pastor(s) and the Director of Music in providing worship experiences for the Congregation.

AUTHORITY

To recommend to Session policies pertaining to its program area and other appropriate activities for consideration; to administer programs and activities under its jurisdiction within guidelines provided by the Session and the Book of Order. It is understood that the Moderator of a committee of volunteers has authority, if needed, to administer committee activities in the absence of a staff member. This authority may be delegated to another member of the Committee, but the Moderator is accountable.

REPORTABILITY AND ACCOUNTABILITY

The Committee reports to the Session concerning its programmatic responsibilities and is accountable to the Session for the satisfactory performance of these responsibilities.

RESPONSIBILITIES

1. Worship Services:
    a. Provide for regular and special worship services that are faithful to our reformed traditions.
    b. Advise and assist the Pastor(s) with respect to the order and conduct of worship and make recommendations to the Session regarding any major revisions.
    c. Educate and inform the congregation with respect to the meaning and significance of the Church's worship.
    d. Recommend to Session times for regular and special worship services and for the celebration of Communion.
    e. Make all arrangements for Communion, including preparation and clean-up.
    f. Assist Pastor(s) with baptisms, including setup and clean-up.
    g. Work with the Director of Music and the Pastor(s) to insure a comprehensive music program in the worship services.
    h. Change paraments, banners and other worship furnishings and accouterments as appropriate.
2. Worship Personnel
    a. Provide for ushers, liturgists, and other worship leaders as needed for worship services.

b. Enlist and train elders and deacons for serving communion during worship services.
c. Arrange for pulpit supply for English services when the Pastor(s) is not available
d. Consult with the Personnel Committee regarding worship staffing needs and performance.
e. Oversee the work of the Wedding Coordinator, who is responsible for coordinating weddings with the pastor(s) and the couple according to our wedding policy.
f. Consult regularly with the leadership of the Sudanese worship service.

3. Administration
   a. Submit an annual budget request to the Stewardship Committee and regularly review all committee expenditures.
   b. Work with the Property Committee to address needed maintenance or equipment purchases as necessary.