

PEACE PRESBYTERIAN CHURCH

Committee Chairperson – Ministry Description

EXPECTATIONS:

- An effective chairperson provides initiative, coordination, and collaborative leadership for their committee, working with others to plan and implement programs and activities to help the church fulfill its mission.

RESPONSIBILITIES:

- Create an agenda for each meeting (in communication with the pastor)
- Communicate with committee members, pastor *and* the office staff regarding meeting times, dates, and agenda ahead of each meeting
- Prepare the meeting space by arranging chairs, adjusting the temperature, printing copies of the agenda, and providing refreshments (if these will be part of the meeting)
- Be prepared for each meeting by completing your assignments
- Check to see that others have completed their tasks/responsibilities prior to the meeting
- Lead each meeting (be the established leader) and help the committee keep on task without too many digressions

FIRST COMMITTEE MEETING OF EACH YEAR:

- Orient committee members to the work of the committee and to the working style the group will adopt.
 - Help them to understand the purpose and responsibilities of the committee
 - Help them to understand how the purpose and responsibilities of the committee fit into and make our congregation more effective in our mission together
 - Help them to build community among committee members by helping the people in the group get to know one another
 - Help them to establish ground rules by which the committee will work together and practice accountability with one another (see sample attached)

AT EACH COMMITTEE MEETING:

- Review budget expenditures and amount of budget remaining
- Review designated funds expenditures and amount of funds remaining
- Review various responsibilities of the committee with each elder sharing progress in their area of responsibility
- Spend time considering long-term thinking and plans

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Ground Rules for Committee Meetings

In operating as a committee, we will exhibit the following behaviors with one another:

- Hold one another in prayer for our common work.
- Respect one another's ideas and opinions.
- Follow through with commitments we have made to the committee's work.
- Keep in confidence what is shared in confidence.
- Speak the truth in love.
- Speak directly to a person if there is a problem between us (rather than talking with everyone else in the team).
- Make decisions within the committee meetings (not outside of meetings with only one or two members).
- Make decisions by consensus, making sure each team member has had a say, each person has been heard, and a group decision has been made.

In operating as a committee, we will follow these procedures to ensure good use of our time:

- Begin and end our meetings on time.
- Follow an agenda when meeting so that all necessary work will be covered.
- Include brief time in each meeting for scripture reflection and prayer.
- Set timelines for projects, assigning responsibility so that all are clear on the tasks.
- Set aside additional time for long-term thinking and planning, including possible activities to build community.

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Sample Committee Meeting Agenda

GATHERING

- Light a Christ candle
- Catch up on life happenings since the last meeting
- Open in Prayer
- Approve agenda

LISTENING

- Read and reflect on short passage of scripture
- Report of progress regarding areas of responsibility
- Proposals for action
 - Reflect: "How does our work with (insert) support the mission and vision of our church?"

RESPONDING

- Based on reflection and listening, make decisions for action
- Clarify assignments and implementation plans
- Evaluate the meeting and the work planned. Ask: "What has gone well?"
- Determine what items need to be reported to the session about this meeting
- Plan the next meeting:
 - What business do we need to consider next time?
 - How can we do our ministry better?"

SENDING

- Close in prayer (praying for the committee and the congregation)
- Blessing