

Dickinson
Presbyterian
Church
**MANUAL OF ORGANIZATION
AND BYLAWS**

REVISED MARCH 2011



12 Church Road
Carlisle, Pennsylvania 17015
Telephone (717) 776-3461
(Email) dpcusa@dickinsonchurch.org
(Website) www.dickinsonchurch.org

Rev. Jeanette E. Mater
Pastor

TABLE OF CONTENTS

MANUAL OF ORGANIZATION

Table of Contents	ii
Bylaws of The Corporation Table of Contents	iii
Introduction	iv

BOARDS

The Elders	1
The Session	2
The Treasurer	5
The Board of Deacons	6

STAFF

The Pastor	8
The Clerk of Session	11
The Administrative Assistant (AA)	14
The Coordinator of Christian Education and Youth (CCEY)	18
The Sexton	21
The Organist	23
The Archivist/Historian	25
The Music Director	27
The Choir Director	28
The Youth Choir Director	29
The Handbell Choir Director	30
The Youth Group Supervisor	31

COMMITTEES and TEAMS

The Connection Ministry Team	33
The Dickinson Resource Team	37
The Spiritual Growth Team	42
The Nominating Committee	47
The Personnel Committee	49
The Fundraising Subcommittee	51

TABLE OF CONTENTS

BYLAWS OF THE CORPORATION

Article I - Name and Principal Office	53
Article II - Membership and Government	53
Article III - Officers	54
Article IV - Meetings of the Congregation	54
Article V - The Session	56
Article VI - Tenure of Church Officers	61
Article VII - Structure and Organization	61
Article VIII - Presbyterian Women	61
Article IX - Presbyterian Men	62
Article X - Endowment Funds	62
Article XI - Procedure	62
Article XII - Amendments	63

INTRODUCTION

This Manual of Organization was authorized by the Session to set forth those duties and functions of the officers, Boards of the Church, Committees, and the Teams of Session. This manual can be amended by the Session at any time there is a need.

This manual provides, for each Committee or Team of Session, the following types of information:

Responsibilities, Officers, Membership, Meetings, and Duties

It is the duty and intention of the Session to continuously update this Manual, in order that it will always be current and reflect any amendments concerning responsibilities of the Session, and the current procedures for all of the Boards of the Church and the Committees or Teams of Session.

It is the responsibility of Dickinson Resource Team (Administrative) to keep this document updated.

ELDERS

Extracted from the Book of Order of the PCUSA

1. As there were in Old Testament times for the government of the people, so the New Testament Church provided persons with particular gifts to share in governing and ministry.
2. Elders are 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 their church as well as the church at large. They shall serve faithfully as members of the Session. When elected commissioners to the Presbytery, Synod, or General Assembly, elders participate and vote with the same authority as ministers, and they are eligible for any office.
3. Elders should be a person of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel, both in the church and in the world.
4. It is the duty of elders, individually and jointly to strengthen and nurture the faith and life of the congregation of their church. 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, the lonely, and those who are oppressed. They should inform the Pastor and Session of those persons who may need special attention. They should also assist in worship.
5. An Elder shall report to ecclesiastical and civil legal authorities any knowledge, gained in the service to the church, of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (a) such information is gained outside of privileged communications; or (b) they reasonably believe that there is risk of future physical harm or abuse.

THE SESSION

The rules governing the action of the Session shall be those found in the BOOK OF ORDER and in the Bylaws of the Church. The Bylaws of the Church shall be operative in so far as they do not contradict the BOOK OF ORDER. In the event of conflict the BOOK OF ORDER shall prevail.

By action of the congregation, the entire Session shall serve as the Trustees of the Church in relation to our incorporation.

MEMBERS:

The Session shall consist of nine elders. Elders are normally elected for a three year term however, they may be re-elected for an additional term of three years. Three (3) persons from the congregation are nominated by the Nominating Committee each year. They are elected by the congregation, trained by the Pastor and examined by the current Session and will fill three vacant positions left by outgoing Elders. No Elder shall serve for consecutive terms, either full or partial, aggregating more than six years. Inactive Elders may serve as Team Co-Chairs without a vote on Session matters. The Session will be moderated by the Pastor. In the event that a Pastor is not on staff, one will be appointed by the Presbytery of Carlisle.

OFFICERS:

The Moderator of Session shall be the current Pastor or a person appointed by the Presbytery of Carlisle. The Moderator shall moderate all meetings of the Session and all Congregational Meetings. The moderator shall have a vote on the Session.

The Clerk of Session shall be nominated by the Pastor for a specific period of time and shall be elected by the current Session at the first stated meeting of each calendar year. The Clerk of Session may be either an Active or Inactive Elder. If the Clerk is an Inactive Elder, he/she will have voice but no vote on the Session. The Clerk of Session serves as the official administrator of all records of Dickinson Presbyterian Church.

MEETINGS:

The Session of Dickinson Presbyterian Church shall meet monthly or no less than quarterly. Stated Session meetings shall be set at the first stated meeting of the calendar year. Special meetings shall be held on the call of the Moderator of the Session, or on the written petition signed by any two members and delivered to the moderator. All meetings of Session must be opened and closed with prayer. A quorum of the Session shall constitute 5 members of the Session.

SESSION DUTIES:

The governing body of the church shall be the Session, which shall have vested in it all administrative responsibility and authority in the affairs and activities of the Church, both spiritual and corporate. The Session may delegate certain responsibilities to the Board

of Deacons. The Session may also establish and delegate specific authority to permanent and ad hoc committees directly responsible to it, and have the authority to abolish them when they are no longer required. The Session is responsible for the mission and government of the church. It therefore has the responsibility and power to:

1. Provide opportunities for evangelism to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ.
2. Receive members into the church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided that membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to the profession of their faith.
3. Lead the congregation in participation in the mission of the whole church in the world.
4. Provide for worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program.
5. Provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational programs including the church school, sharing in fellowship and mutual support, and opportunities for witness and service in the world.
6. Challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, developing effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects toward which they were contributed.
7. Instruct, examine, ordain, install, and welcome into common ministry elders and deacons on their election by the congregation and to inquire into their faithfulness in fulfilling their responsibilities.
8. Delegate and supervise the work of the board of deacons and all other organizations, within the congregation, providing for support, report, review, and control.
9. Provide for the management of the property of the church, including determination of the appropriate use of the church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers, including members of the Session, staff, and board of deacons.
10. Establish and approve dates for the Sacrament of the Lord's Supper. The Communion Calendar shall be determined by the Session at the first stated meeting of each calendar year. Home Communion served by the Pastor to those

unable to attend worship is considered part of the Worship Service and needs no further approval. Any elder or deacon (active or inactive) may assist the Pastor in serving the elements during a Communion Service. For each Home Communion Service, all persons receiving communion will be counted and reported in the Clerk of Session's Report to the Session at its next regular meeting. (Pastor, Elder, and the homebound person(s))

11. To keep an accurate roll of the membership of the church, in accordance with the Book of Order, and to grant certificates of transfer to other churches.
12. Approve all Baptisms, Communion Services and Marriages performed by the Pastor on Dickinson Presbyterian Church properties. Should the Pastor perform or take part in any of these services held outside of church properties, he/she is required to notify the Session.
13. **The Session shall establish and approve a budget created by the Dickinson Resource Team (Financial) by the November Session meeting, of each calendar year.**
14. The Session, through the Dickinson Resource Team, (Financial) will ensure that an audit of all books and records relating to church finances (Jan 1 to Dec 31) be conducted at the end of each year by a public accounting firm and the results reported to the Session at its July meeting.
15. The Session and the Board of Deacons shall meet jointly a minimum of once per calendar year.
16. The Session shall perform a review of the physical facilities of Dickinson Presbyterian Church a minimum of one time per calendar year.

THE CHURCH TREASURER
(Volunteer Position)

The Treasurer shall be nominated by the Nominating Committee and shall be elected by the Session at the first stated meeting of each calendar year. The Treasurer shall maintain a record of all financial transactions of Dickinson Presbyterian Church. The Treasurer shall, working through the DRT (Financial Co-Chair), provide the Session with a written report of the church's current finances for each stated meeting of the Session. The Treasurer shall, working through the DRT (Financial Co-Chair), also provide the auditing firm with all necessary documentation needed to conduct a full audit of all financial matters of the church by April 30 each year. The audit will be conducted during May and June of each year by an Accounting Firm and the findings will be reported by the Dickinson Resource Team (Financial) to the Session at its July meeting.

DEACONS

The office of deacon as set forth in Scripture is one of **compassion**, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, **sincere compassion**, and sound judgment should be chosen for this office. 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 both within and beyond the community of faith. They shall assume such other duties as may be delegated to them by the session, such as assisting with the Lord's Supper. The whole church is under the jurisdiction of the Session; the board of deacons shall be under its supervision and authority.

MEMBERS of the Board of Deacons shall be elected in three classes of three years each. The Board of Deacons shall have six members. The congregation shall, with recommendation by the Session, establish the number of Deacons to serve. At least two Deacons shall be elected each year by the congregation. No Deacon shall serve for consecutive terms, either full or partial, aggregating more than six years .

OFFICERS of the Board of Deacons shall include the Moderator and a secretary, who shall keep a record of the board's proceedings. Officers shall be elected at the first regular business meeting in the calendar year by the current members of the Board of Deacons. Each shall serve a one-year term as elected by the current members of the Board of Deacons. The Pastor shall serve as an advisory member of the Board of Deacons .

MEETINGS shall be held every other month, on a regular date approved annually at the organizational meeting, at which the Board of Deacons shall review the applicable portions of the Manual of Organization and Bylaws of the Church. Special meetings shall be held on the call of the Moderator of the Board of the Deacons or Moderator of the Session, or on the written petition signed by any two members and delivered to the moderator. Three Deacons shall constitute a quorum.

DUTIES:

1. The Board of Deacons shall establish and update annually the Care Group Membership lists.
2. The Board of Deacons, along with the pastor, shall, systematically visit those who are shut-ins, hospitalized and in nursing homes, including scheduling and assisting the pastor in providing Communion to shut in members.
3. The Board of Deacons shall arrange meals, as needed, for Care Group Members. Example- Following a death in the family or a return from the hospital.

4. The Board of Deacons shall perform other acts of sympathy, witness and service as deemed appropriate by the Deacons. Examples are; flowers to the hospitalized, birthday greetings, wedding anniversary recognition, etc.
5. The Board of Deacons shall be responsible for the delivery/pickup of Sermon CD's to shut-ins.
6. The Board of Deacons shall meet jointly with the Session a minimum of one time per calendar year to confer on matters of common interest.
7. The records of the Deacons shall be submitted to the Session at least annually and at other times upon the request of the Session.
8. The Board of Deacons shall function in concert with the Connection Ministry Team. The Board of Deacons shall each year designate one Deacon to attend the Connection Ministry Team meetings to provide effective coordination. They will also designate a liaison person to the Personnel Committee.
9. The Moderator of the Board of Deacons, or a properly appointed alternate representative of the Board of Deacons, shall attend the called Regular Meetings of Session to provide a report to Session.
10. The Board of Deacons shall, submit through the Connection Ministry Team, to the Dickinson Resource Team (Financial), not later than July 1 of each year, a proposed budget of the operation funds required carry out the functions of the Deacons' program for the following calendar year.

PASTOR

(Fulltime Paid Position)

CALLING A PASTOR:

The Session shall call a congregational meeting for the purpose of electing a Pastoral Nominating Committee (PNC) as directed by the Book of Order. The PNC shall follow the guidelines of the Presbytery of Carlisle while searching for a Pastor. The PNC will keep the Session informed of their progress while maintaining the appropriate level of confidentiality.

OBJECTIVE OF THE PASTOR:

The Pastor is to provide spiritual and administrative leadership to the Congregation of Dickinson Presbyterian Church.

ACCOUNTABILITY:

The Pastor is a member of Presbytery of Carlisle and not a member of Dickinson Presbyterian Church. He/She is directly accountable to the Congregation and the Session of Dickinson Presbyterian Church .

DUTIES:

1. PASTORAL RESPONSIBILITIES

Led by the Holy Spirit, he/she will provide personal, effective Christian guidance, leadership and compassion to the whole congregation.

a) Providing Christian guidance:

- Preach each week, a quality, scripture-based, sermon.
- Lead a prayer fellowship.
- Counsel those who seek spiritual direction.

b) Providing Leadership:

- Officiate at the Sacraments as approved by Session
- Be a member of Carlisle Presbytery, serving where requested.
- Grow in professional skills.
- Moderate Session meetings.
- Work with committees and teams of Session and Board of Deacons in support of lay leadership.

c) Providing compassion:

- Respond to emergency needs.
- Act as a “neutral listener” where necessary, resolve conflicts.
- Be a friend and pastor to the Congregation.

d) **Providing visitation:**

- Work closely with the Board of Deacons to learn of special needs of members and prayer requests.
- Visit each active family at least once every two years.
- Visit the hospitals as needed.
- Visit homebound members on a regular basis and serve Communion as requested.
- Assure contact, either by a personal visit or other means, of members who do not attend church regularly or have become inactive within the past year.

2. **TEACHING RESPONSIBILITIES:**

The Pastor is to fulfill the role of ministry by being a "theologian in residence", interpreting the Word and challenging God's people to great faith and action, and:

- a) Provide interpretation of the Word, teaching the Reformed faith in:
 - Confirmation Class
 - Inquirers Class
 - Bible Study.
- b) Provide challenge to God's people for lay leadership by working with the Spiritual Growth Team to assure Adult, Youth, and Children education leadership.

3. **PLANNING FOR MINISTRY:**

The Pastor will prepare and plan ministry responsibilities of the church by serving as support and leadership for all committees and teams of the church, including the Board of Deacons. He or She will also:

- a) Serve as a resource to all committees and teams of the church.
- b) Serve as a liaison between Dickinson Presbyterian Church and the Presbytery of Carlisle, Synod of the Trinity and General Assembly.
- c) Serve as a liaison between Dickinson Presbyterian Church and the Centerville Ministerium.

4. **ADMINISTRATION:**

The Pastor will oversee the work of the church and work with the church administrative assistant to insure good communications by:

- a) Assuring intra-church congregational communication.

- b) Assisting in the production of a functioning church newsletter.
- c) Corresponding with visitors, members, officers, home bound and inactive members as needed.
- d) Assisting in the maintenance of church records.
- e) Assuring church and community communication.
- f) Providing information for release to newspapers.
- g) Working with other churches on joint ventures in outreach.

EVALUATION:

A mutual ministry evaluation will be conducted annually, where goals and objectives will be created in cooperation with the Personnel Committee. Evaluations of the created goals will occur at various times throughout the calendar year.

CLERK OF SESSION (Elder Elected by the Session)

SELECTION:

The Clerk of Session shall be an elder, nominated by the Pastor and elected by the Session, for such term as it may determine, to be the continuing ecclesiastical officer of the congregation. The Clerk may or may not be an active elder elected by the congregation to serve a current term as a member of the Session. If not serving as an active Elder of the Session, the Clerk shall have voice but no vote in Session meetings.

RESPONSIBILITIES:

The Clerk shall record the minutes of the Session, and maintain the Church Register. The Clerk shall carefully preserve these records and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the Clerk, shall be evidence in any governing body of the church.

DUTIES:

1. The Clerk of Session shall be responsible for the minutes of the regular and called meetings of the Session and the annual and special meetings of the Congregation and the Corporation, including:
 - a) Preparation of minutes of all meetings of the Session and the Congregation without expression of personal opinion.
 - b) Review of the minutes of all meetings of the Diaconate.
 - c) Preservation of the minutes of all meetings of the Session, the Corporation and the Congregation in sturdy binders (preferably post type) on acid-free paper.
 - d) Submission to Presbytery of all minutes of the Session, the Corporation and Congregational meetings, together with copies of the annual reports, for annual review.
 - e) Coordination with the Dickinson Resource Team in sending copies of minutes of meetings of the Session, the Corporation and Congregation to the Department of History, in Philadelphia for microfilming and the proper storage of the microfilm upon receipt.
2. The Clerk of Session shall be responsible for maintenance of the Rolls and Registers of the Church as follows:
 - a) Adult and Children Baptized Member Rolls consisting of:
 - Date and place of birth

- Date of baptism
 - By whom baptized
 - Entering and removing names from this Roll if the parents leave the church or the children join the church on Profession of Faith.
- b) Active Member Rolls:
- List on the Chronological Roll for each member a permanent number and the full name (last name first) and, if married, the husband's or wife's name to include the wife's maiden name.
- c) Inactive Member Roll: enter additions or deletions as required.
- d) Affiliate Member Roll: review the renewal of status every two years.
- e) Maintain Registers of:
- Baptism
 - Marriages,
 - Marriages of Members
 - All marriages held at the Church
 - All marriages conducted by the pastor
 - Elders and Deacons, including date and church of ordination, term of active service, and date of death
 - Pastors, including dates of service
- f) Submission to Presbytery of all registers as requested.
- g) Supervision of preparation and issuance of Certificates of:
- Baptism
 - Church Membership-
 - Ordination
 - Dismissed or Transfer
 - Marriage
3. The Clerk of Session shall participate in the preparation and execution of Session meetings by:
- a) Assisting the Pastor in preparation of the docket for Session meetings.
- b) Serving as Parliamentarian by being familiar with the most recent version of ROBERTS RULES OF ORDER.
- c) Submitting to the Session reports of Commissioners to Presbytery concerning Presbytery meetings.
- d) Reporting changes in the rolls and registers.

4. The Clerk of Session should be familiar with, and use as a guide, the Presbytery of Carlisle "A Handbook for Clerks of Session"(Revised by Polity Committee as of December 15, 1998).
5. The Clerk of Session shall submit the annual Statistical Report to Presbytery on the schedule established by Presbytery.
6. The Clerk of Session shall be responsible for the execution of contracts and other legal documents on behalf of the Church.
7. The Clerk of Session shall be responsible for other duties which may evolve or be assigned.
8. The Clerk of Session shall serve as Chair of the Personnel Committee.

ADMINISTRATIVE ASSISTANT

(Part-time Paid Position)

This job description should not be construed to imply that these requirements and duties are the exclusive standards of the position. Incumbent will follow any other instructions and perform related duties as may be required in support of the mission and objectives of the Dickinson Presbyterian Church to the extent that a negotiated change in this job description may be required.

OBJECTIVE:

Perform and oversee the administrative operations of Dickinson Presbyterian Church. The incumbent will work closely with all members of the Dickinson Presbyterian Church Staff, the Church Treasurer and the Chairs of the various Session Teams and Committees. *It is essential that the Administrative Assistant maintain confidentiality in all aspects of the job.*

ACCOUNTABILITY:

The Administrative Assistant is directly accountable to the Pastor as head of staff, Clerk of Session and to the Dickinson Resource Team.

ORGANIZATIONAL PRINCIPLES:

The Administrative Assistant is accountable to the Session of the Dickinson Presbyterian Church through the Clerk of Session and is under the supervision of the Pastor.

The Position is part time (16 hours of work per week).

ESSENTIAL DUTIES:

1. Prioritize work, with work of the Pastor having highest priority.
2. Answer telephone in a professional manner and disseminate messages accurately and quickly.
3. Check the church's mailbox. Sort and route the mail to the proper addressee.
4. Report computer problems to the Pastor or the Dickinson Resource Team (Administrative).

- 5.** Design, proofread, copy, and place the worship bulletins in the church for Sunday services and all special services.
- 6.** Assist with and/or design, proofread, copy, assemble and disperse DPC publications, including but not limited to: the weekly bulletin, special bulletins, the monthly newsletter, Session materials, Annual Report, fellowship (attendance) pads and church directory.
- 7.** Record weekly contributions and print and distribute annual giving statements.
- 8.** Maintain a master calendar of all church activities and other activities using the church facilities including deadlines for publications, both print and electronic.
- 9.** Coordinate the advertising program of the church for all groups. Be proactive in this function by maintaining a list of special events of the church. Request from the person(s) in charge of the event advertising information in sufficient time that it may be advertised in a timely manner.
- 10.** Communicate facility needs with the those renting/utilizing our facilities, Church Sexton and Chairs of the various Committees and Teams.
- 11.** Maintain an up-to-date, computer generated, membership listing using Power Church so various reports and information can be easily retrieved.
- 12.** Insure that a functional filing system is in place that will allow for the proper filing and retention of important and historical documents.
- 13.** Assist the Clerk of Session, if requested, in maintaining the Church Register.
- 14.** Assist any member of the congregation with church related administrative duties such as typing, copying and mailing.
- 15.** Maintain office supplies (postage, paper, envelopes, etc.) in coordination with the Pastor. The Administrative Assistant is responsible for the church office, store room and all office equipment.
- 16.** Mail or Email weekly worship information to worship assistants.
- 17.** Update supplies in the pews of the Sanctuary as needed.
- 18.** Change the weekly hymn numbers in the Sanctuary.

19. Participate in continuing education as provided in the church budget with approval of the Pastor.
20. Keep side entrance bulletin boards current, in coordination with the Pastor.
21. Maintain the church website.
22. Burn CDs of worship services for the shut-ins.
23. Perform other duties as assigned by the Pastor and or the Clerk of Session.
24. Attend meetings deemed necessary by the Pastor or Session

TOOLS AND EQUIPMENT:

The Administrative Assistant shall be familiar with office equipment in the performance of his/her various duties, including :

1. Personal Computer work station using a operating system of Windows 7, and all other software required in maintaining an efficient office.
2. Answering system, copier, office communications, and any and all other miscellaneous equipment required to operate an efficient office.

WORK CONTEXT:

1. The Administrative Assistant is responsible for the church office, store room, and all office equipment.
2. The Administrative Assistant is employed at will by the Session of Dickinson Presbyterian Church.

RELATIONSHIPS:

1. It is important that the Administrative Assistant maintain a cooperative work relationship with the Pastor and church officers. The Administrative Assistant will attend meetings deemed necessary by the Pastor or Session.
2. The Administrative Assistant will maintain positive relationships with the congregation and others who may call or visit Dickinson Church.
3. The Administrative Assistant must be sensitive to situations requiring tact and confidentiality.

PERSONAL REQUIREMENTS AND EXPERIENCE:

1. Excellent communication and organization skills.
2. Three years of secretarial and office experience.
3. Ability to use a computer, printer and copier.
4. Excellent ability in record keeping.
5. Knowledge of grammar, punctuation and spelling and the ability to proofread accurately.

EMPLOYMENT:

The Personnel Committee, in cooperation with the pastor, shall seek a person to fill this function. The work schedule and compensation shall be established by the Session so as to accomplish the work of the Church .

EVALUATION:

A mutual ministry evaluation will be conducted annually, where goals and objectives will be created in cooperation with the Pastor and the Personnel Committee. Evaluations of the created goals will occur at various times throughout the calendar year.

COORDINATOR OF CHRISTIAN EDUCATION AND YOUTH **(CCEY)**

(Part-time Paid Position)

THIS POSITION MAY NOT BE FILLED UNLESS APPROVED BY THE SESSION.

OBJECTIVE:

To provide the congregation of Dickinson Presbyterian Church with a quality educational program that focuses on biblical standards and Christian morals.

ACCOUNTABILITY:

The Coordinator of Christian Education and Youth is directly accountable to the Pastor as head of staff, to the Spiritual Growth Team and the Personnel Committee. The CCEY should communicate weekly with the Spiritual Growth Team either by phone, email or personal contact to discuss CE issues, ministry programs and responsibilities.

DUTIES:

1. The Coordinator of Christian Education and Youth guides, coaches, counsel and serves as a consultant to the Spiritual Growth Team, staff and/or other volunteers to:
 - a) Support the development of programs, activities and outreach to/for children and youth at Dickinson and in the community.
 - b) Recruit, train and assist with the selection of Vacation Bible School leader(s) and volunteers. Consult with the Spiritual Growth Team and Director(s) of VBS to purchase curriculum and supplies, schedule facilities, organize promotional events, and be a resource to leader(s) and volunteers during the events the week of Vacation Bible School.
 - c) Research, identify and prepare recommendations for Christian Education/Sunday School curriculum including resources for pre-school through adult levels as well as small group and special studies.
 - d) Organize and/or conduct volunteer teacher and leader training programs, as required, based on the needs of the congregation.
2. The Coordinator of Christian Education and Youth *may* be asked, in conjunction with the Spiritual Growth Team, to contribute to the preparation

of the following:

- a) A newsletter for the Christian Education program to be included in *Dickinson Doings* (monthly).
 - b) Flyers, bulletin boards, classroom displays and/or other media to support programs, activities or initiatives of the Spiritual Growth Team
 - c) Provide for clean and safe Sunday School classes that are equipped with basic educational supplies. Coordinate an annual cleaning day with the Spiritual Growth Team prior to the beginning of each Sunday School year.
 - d) Provide a resource for and take part in the preparation of a Long-Term Plan (CE Committee portion); Spiritual Growth Team Yearly Calendar (Late Fall); the Annual Report (Late Fall); and/or assist in preparing the Annual Spiritual Growth Team budget (by July 1).
 - e) Other duties as assigned by the Spiritual Growth Team.
3. The Coordinator of Christian Education and Youth shall be consistently present at Sunday School; attend DPC worship and/or other special worship services as is necessary to complete assigned duties.
 4. The Coordinator of Christian Education and Youth shall recruit nursery and children's church volunteers and provide direct supervision during Sunday School and Worship. In conjunction with the CE Committee, develop and implement a consistent and structured program, a behavioral management plan and, at times throughout the year provide direct service and lead children's church and nursery.
 5. The Coordinator of Christian Education and Youth shall make recommendations to the Spiritual Growth Team for the purchase of teaching, resource and/or instructional materials for the Spiritual Growth Team and will follow through with the purchase of said items. The Coordinator of Christian Education and Youth shall provide leadership to the Youth Group of Dickinson Presbyterian Church by promoting spiritual growth in the following ways:
 - a) Involve other adults as chaperones and leaders to function as a Youth Ministry Team in order to support the youth of Dickinson Presbyterian Church.
 - b) To promote the youth ministry and to show interest in the lives of DPC's youth, communicate with the youth group via email, mail, phone calls and personal contact along with newsletter pages.

- c) Involve our youth in mission and service in the church, the community, in the world and on a week-long intensive mission and worship experience (mission trip).
- d) Conduct regular youth group meetings in coordination with the Youth Group Supervisor for the youth of DPC to develop their own personal faith, pray together, have fun and fellowship together as a community of Christ.
- e) Encourage the youth of DPC to reach out to their friends with the love of Christ.
- f) Plan and/or promote other faith-building, fellowship, worship and group-bonding experiences, ie; lock-ins, Creation Festival Trip, pool parties, etc.

HOURS:

The Coordinator of Christian Education and Youth will provide on average 15 hours per week as detailed in this job description and administered by the Spiritual Growth Team.

EMPLOYMENT:

When directed by the Session, the Personnel Committee, in cooperation with the Spiritual Growth Team, and the Pastor, shall seek a person to fill this function. The work schedule and compensation shall be established by the Session so as to accomplish the work of the church.

OTHER REQUIREMENTS:

For continuing employment, the CCEY must be able to meet the requirements of Dickinson Presbyterian Church's Sexual Misconduct and Child Protection Policy and pass PA criminal and child welfare background checks.

EVALUTION:

A mutual ministry evaluation will be conducted annually, where goals and objectives will be created in cooperation with the Personnel Committee and the Spiritual Growth Team. Evaluations of the created goals will occur at various times throughout the calendar year.

SEXTON
(Part-time Paid Position)

OBJECTIVE:

The objective of the Sexton is to provide essential cleaning services to the church buildings.

ACCOUNTABILITY:

The Sexton is directly accountable to the Pastor as head of staff and to the Dickinson Resource Team.

DUTIES:

1. **Sanctuary Weekly:** Straighten all areas (including pews and choir lofts), vacuum carpets, mop floors and dust.
2. **Sanctuary Monthly:** Vacuum pews and polish windowsills, clean interior windows.
3. **Sanctuary Annually:** Polish all wood work in coordination with the Dickinson Resource Team's annual fall and/or spring clean-up
4. **Education Building Weekly:** Vacuum all areas; clean sinks, toilets, restroom floors;; dust offices
5. **Education Building Monthly:** Dust all areas, clean interior windows and clean chalkboards.
6. **Education Building Annually:** Clean air return and vents.
7. **Parish Hall Weekly:** Clean kitchen and restroom sinks, toilets, floors and dry mop the stage and main floor area.
8. **Parish Hall Monthly:** Dust all window ledges and furniture and clean interior windows.
9. **General:** Keep paper products stocked. Report burned out bulbs, broken property, etc. to the Dickinson Resource Team.
10. It will be emphasized that the congregation should make every attempt to pick up after themselves when leaving the buildings. Recycling receptacles shall be placed in the appropriate locations to encourage their use. The

church office should routinely publish reminders of this in the monthly newsletters and/or weekly bulletins.

11. Those who rent out our facilities are responsible for leaving the facility the way they found it. If not done, charges will be assessed. The Sexton should report any concerns about this to the Dickinson Resource Team.

12. Trash will be collected from all buildings every Sunday following worship by a volunteer and placed in the provided dumpster. The Sexton should not be responsible for trash as it may sit throughout the week and attract pests.

EMPLOYMENT:

The Personnel Committee, working with the Dickinson Resource Team (Property), shall seek a person to fill this function. The work schedule and compensation that will be necessary to accomplish the work of the Church, shall be established by the Session

EVALUATION:

A mutual ministry evaluation will be conducted annually, where goals and objectives will be created in cooperation with the Personnel Committee. Evaluations of the created goals will occur at various times throughout the calendar year.

ORGANIST

(Part-time Paid Position)

(Currently filled by two people alternating on Sundays)

OBJECTIVE:

The Organist shall provide the general instrumental musical program of the Church.

DUTIES:

1. In conjunction with the Music Director and the Choir Director, provide for the inclusion of music in the overall worship program of the church, assuring that the music coordinates with the Church calendar.
2. Select music, with the approval of the Pastor, to be used in the regular worship service.
3. Coordinate with the Music Director and the Choir Director, the music appropriate to the season of the Church year.
4. In coordination with the Music Director provide special music periodically during the year so that the congregation will have a greater appreciation of our musical heritage.
5. Provide music for special and community services, such as funerals, Holy Week Services, etc.
6. As negotiated by the Music Director, assist the groups of the church in using music in their activities. This includes the Church School, the youth groups, etc. Additional compensation, if any will be established prior to the activity.

EMPLOYMENT:

The Personnel Committee, in cooperation with the Spiritual Growth Team and the pastor, shall seek a person to fill this position. The work schedule and compensation shall be established by the Session so as to accomplish the work of the church.

EVALUATION:

A mutual ministry evaluation will be conducted annually, where goals and objectives will be created in cooperation with the Personnel Committee. Evaluations of the created goals will occur at various times throughout the calendar year.

CHURCH ARCHIVIST/HISTORIAN

(Volunteer Position)

OBJECTIVE:

The objective of The Church Archivist/Historian is to ensure the safe and secure preservation of all historical documents of Dickinson Presbyterian Church.

DUTIES:

1. The Church Archivist/Historian shall advise the Dickinson Resource Team on implementation of the Records Maintenance Policy and recommend modifications to that policy, as needed. The Archivist/Historian will supervise the collection of all relevant church records at the close of each calendar year in accordance with the Records Maintenance Policy.
2. The Archivist/Historian shall closely coordinate her/his activities with the Church Librarian.
3. The Church Archivist/Historian shall serve as the point of contact with the Librarian of the Hamilton Library of the Cumberland County Historical Society, where the church's older records are stored, and with the Presbyterian Historical Society in Philadelphia for periodic microfilming of relevant records. The Archivist/Historian shall maintain a list of those records held by the Hamilton Library, those stored in the fire-proof cabinet in the Education Building, those that have been incorporated into the church library, and those copied to microfilm and held in other locations.
4. The Church Archivist/Historian shall maintain a record of all revealed errors and omissions to *A History of Dickinson Presbyterian Church: 1823-1998*, prepared as part of the church's 175th Anniversary Celebration, and will prepare a periodic (5 year) addendum to that history for the information of the congregation and for use in the preparation of subsequent church histories.
5. The Church Archivist/Historian shall provide assistance to anyone searching for legitimate information from official or unofficial church records and will advise on the preparation of historically related flyers or brochures prepared by any entity of the church.
6. The Church Archivist/Historian shall provide for safe and secure storage of all photos, documenting their origin and content.

7. The Church Archivist/Historian shall create and maintain a display presentation that is visually attractive and informative to the congregation and guests.

MUSIC DIRECTOR

(Volunteer Position)

OBJECTIVE:

The Music Director will provide, in coordination with the Music Sub-committee and the Spiritual Growth Team, the general oversight and coordination of the musical program of the church and its various groups. When this position is unfilled, the responsibilities shall revert to the Choir Director and Organist as agreed upon by the individuals and the Spiritual Growth Team.

DUTIES:

1. The Music Director shall: Provide for the overall music program of the church, assuring that the music selections and activities coordinate with the Church calendar.
2. Articulate the music program so that all parts are scheduled on a regular basis over the course of the church year.
3. Assist in the selection of hymns to be used in the regular service, together with the pastor and organist. The same protocol will be used in selecting music for special services.
4. Assist the Organist in coordinating the worship music with the overall theme of the worship service.
5. Provide, with the pastor and the organist, music for special and community services, choirs, funerals, weddings, Holy Week Services and others.
6. Maintain, with the organist and choir director, the music files of the church: Procure additional material for worship services, special services and the choirs.
7. Promote and assist church groups in using music in their activities, including Church School, youth groups and others.
8. Substitute for music department personnel who are absent from their duties as much as it is possible to do so. A list of other substitutes will be created as "back-up".

CHOIR DIRECTOR

(Volunteer Position)

(Currently being filled by one of the Organist)

OBJECTIVE:

The Choir Director will supervise the vocal musical program that is to include the worship service and any special music programs deemed appropriate for Dickinson Presbyterian Church.

DUTIES :

1. In conjunction with the pastor, provide for the overall worship program of the church, assuring that the music coordinates with the Church calendar.
2. Select music, with the approval of the Pastor, to be used in the regular worship service.
3. Oversee the Organist in coordinating the music program of the Church.
4. Provide special music periodically during the year, so that the congregation will have a greater appreciation of our musical heritage.
5. Provide music for special and community services, such as funerals, Holy Week Services, etc.
6. Maintain the music files of the church and provide for the procurement of additional material.
7. In coordination with the Music Director, assist groups of the church in using music in their activities. This includes the Church School, the youth groups, etc. Additional compensation, if any, shall be negotiated in advance.
8. Absent a Music Director, the Choir Director shall coordinate the musical program for regular and special worship services.

YOUTH CHOIR DIRECTOR

(Volunteer Position)

OBJECTIVE:

The Youth Choir Director will provide general coordination of a youth singing group to enhance the other youth ministries of the church, and to provide an outlet for those with the desire to engage in a worshipful musical experience.

DUTIES:

1. Teach songs to youth of the church and lead them in performances on a regular basis, including the regular worship service and special musical occasions.
2. Provide instruction in basic music reading skills.
3. Select music to be used by the choir.
4. Maintain a regular schedule of rehearsals.

HANDBELL CHOIR DIRECTOR

(Volunteer Position)

OBJECTIVE:

The Handbell Choir Director will provide general coordination of a choir of handbell ringers to enhance the regular worship service and special events and to provide an outlet for those who desire to engage in a worshipful musical experience .

DUTIES:

1. Teach instrumental music to persons in the bell choir and lead them in performances on a regular basis, including the regular worship service and special musical occasions.
2. Provide instruction in the playing of handbells and the reading of handbell music.
3. Select music to be used by the choir.
4. Maintain a regular schedule of rehearsals.

YOUTH GROUP SUPERVISOR

(Volunteer Position)

OBJECTIVE:

The Youth Group Supervisor will provide activities that will engage the youth of the church in meaningful Christian guidance while also fostering physical activity through cooperative group activities and related mission and outreach in the local community as well as the national and world-wide community.

DUTIES:

1. Plan and execute Youth Group meetings a minimum of two times per month. These meetings will consist of a Bible Study or Christian Education experience that fosters values to be held in high regard by Dickinson Presbyterian Church.
2. Maintain a financial account of Youth Group funds. This will include developing fundraising plans that would encourage a Youth Group that is independent of the general budget, thus providing for a sense of self-worth and self-determination. The funds of the Youth Group will be audited by and outside interest at the end of each fiscal year.
3. Use the Coordinator of Christian Education and Youth (CCEY) as a resource in planning and executing the routine activities of the Youth Group.
4. Encourage regular and meaningful participation of the Youth Group in regular activities sponsored by Dickinson Presbyterian Church.
5. Maintain regular communications with the Youth Group to provide information in a timely and appropriate manner.
6. Develop strategies that encourage and implements regular involvement of members of the congregation in regular and special Youth Group events.
7. Work in coordination with the Spiritual Growth Team and the Connection Ministry Team to recruit new members for the Youth Group. In turn, the Youth Group Supervisor will also work with the Pastor to promote and assist in facilitating a regularly scheduled Confirmation Class.
8. Provide the Church Office with a calendar of scheduled events prior to the end of each calendar year for the proceeding calendar year.

OTHER REQUIREMENTS:

The Youth Group Supervisor must be able to meet the requirements of Dickinson Presbyterian Church's Sexual Misconduct and Child Protection Policy and pass PA criminal and child welfare background checks.

CONNECTION MINISTRY TEAM

RESPONSIBILITY:

Through a process of deliberation and prayer for the discernment of God's Will for the congregation, Lay Leaders of the Connection Ministry Team shall provide for the systematic spiritual and numerical growth of the congregation by developing programs and methods for reaching others for Christ and the Church, providing the local and world communities with Christ filled mission while providing for the spiritual assimilation, care and support of the congregation.

OFFICERS :

Officers of the Team shall be the three Co-Chairs. They shall be ordained Elders (Active or Inactive Elders), appointed by the Moderator, with due consideration for the desirability of continuity of operation.

Any Co-Chair, who is not an Active Elder, shall be encouraged to attend Session meetings, especially those at which the Session will be requested to approve recommendations of the Team.

MEMBERS :

Members of the Team (who shall be appointed annually) shall include such persons as may be selected by the Co-Chairs for their special abilities or potential contributions to the programs of the church. Members shall familiarize themselves with Section W-6.2000 and Section W-7.2000, Proclamation and Evangelism in the Book of Order.

MEETINGS :

Meetings should be held monthly, at a time to be determined by the team at their first meeting of the year.

SPIRITUAL GROWTH DUTIES:

The members of the Connection Ministry Team shall commit to the care and nurture of the membership of Dickinson Presbyterian Church by:

1. Coordinating the volunteer involvement of the congregation and friends in the life and work of the Church. This includes developing and maintaining a program to quickly assimilate new members and a data base of talents and skills of the congregation for the use of all committees and teams.

2. Ensuring that the Board of Deacons functions in concert with the duties and objectives of the Spiritual Growth Team by providing a program of Care Groups. Provide for coordination with the Board of Deacons by designating one team member to attend the regular meetings of the Board of Deacons.
3. Providing for special family nurture events such as family-oriented events, retreats, Halloween parties, picnics, etc. These events may be held in coordination with the other church Committees and Teams.
4. Providing leadership for the Prayer Chain and Prayer Fellowship of the Church.
5. Providing in coordination with the Pastor and the Board of Deacons, a program of communication and nurture for the renewal of Inactive Members.
6. Providing support for the Presbyterian Women's and Presbyterian Men's organization.

EVANGELICAL DUTIES:

The members of the Connection Ministry Team shall administer a program that empowers the members of Dickinson Presbyterian Church to spread the word of Christ and the Church by:

1. Developing an educational program on evangelism in the church.
2. Planning one or more Evangelism Sunday services during the calendar year.
3. Developing and implementing a program of outreach to new residents of the community that will consist of but not be limited to the following:
 - a) A mailing list of prospective members for use by the Church
 - b) Maintaining the Invite a Friend boxes
 - c) A plan for gathering names of prospective new members
 - d) A program of visitation to prospective members of the church
4. Providing a contact with the evangelism program of the Presbytery, Synod and General Assembly.
5. Providing the Session and the membership opportunities for study and learning with regard to evangelism and church growth.

6. Providing for a system of contact for visitors to the church, including, but not limited to, a "Letter of Welcome", a copy of the latest Newsletter/Bulletin, and/or a visitation by someone from the church.
7. Maintaining contact with those who become regular visitors and encourage them to become a part of our congregation by joining Dickinson Church.
8. Initiating, developing and/or collaborating in the creation of programs with the Spiritual Growth Team to attract, retain, and assimilate new members.
9. Presenting to the Session an annual calendar of programs and meetings related to the activities of the Team.
10. Submit to the Dickinson Resource Team, by August 1 each year, a proposed budget of the operation funds required to carry out the administrative functions of the Church program for the following calendar year.

MISSION DUTIES:

1. Develop and promote mission education programs in the church such as "Minutes for Mission" during worship.
2. Develop new programs meeting emerging needs on a local, national or international basis and review overtures for new mission projects presented to the church.
3. Provide spiritual oversight of the Church's Mission reaching out to people in need with emphasis on service evangelism.
4. Propose to the Session the annual General Mission program in concert with the Dickinson Resource Team for Presbytery, Synod and General Assembly.
5. Support the local missions through contributions of money, food, time and talent, plus leadership of other mission programs and projects approved by the Session.
6. In support of mission programs, invite members to serve on local boards and agencies such as the Neighbors in Christ program.
7. Provide leadership for the Adopt-a-Highway program and other membership projects approved by the Session.

8. Present to the Session an annual calendar of programs and meetings related to the activities of the Team.
9. Submit to the Dickinson Resource Team, by August 1 of each year, a proposed budget of the operation funds required to carry out the mission and outreach programs of the Church and the mission projects approved by the Session for the following calendar year.

DICKINSON RESOURCE TEAM

RESPONSIBILITY:

Through a process of deliberation and prayer for the discernment of God's Will for the congregation, Lay Leaders of The Dickinson Resource Team, shall be responsible for and supervise all Administrative, Financial and Property maintenance and accountability functions of the Church.

OFFICERS:

Officers of the team shall include the Co-Chairs, who shall be ordained Elders (not necessarily serving on the current Session) appointed by the Moderator, with due consideration for the desirability of continuity of operation.

Any Co-Chair who is not a member of the current Session shall be encouraged to attend Session meetings, especially those at which the Session will be requested to approve recommendations of the Team.

MEMBERS:

Members of the Team (who shall be appointed annually) shall include such persons as may be selected by the Moderator for their special abilities or potential contributions to the programs of the church.

MEETINGS:

Meetings should be held monthly, at a time to be determined by the team at their first meeting of the year. .

ADMINISTRATIVE DUTIES:

1. Responsible, in coordination with the Pastor and relevant teams of Session for efficient operation of the Church office.
 - a) Recommendations to the Session for the purchase of major items of office equipment.
 - b) Approval of the purchase of office items, at the recommendation of the pastor and/or Administrative Assistant within the limits of the current budget.

- c) Recommendations to the Pastor, Administrative Assistant and/or Session concerning revisions in methods and systems, to improve the efficiency of the administrative operation of the church office.
 - d) Volunteer recruitment, as required, for office staff duties.
2. Work with the Church Historian/Archivist to maintain historical records of the Congregation, including the acquisition and maintenance of suitable display and storage facilities and arranging for appropriate indexing and display.
 3. Assist in preparation of annual reports and see that they are submitted in a timely fashion.
 4. Ensure that the Administrative Assistant, in coordination with relevant team members of Session, maintains all lists used by the church, e.g., membership and friend's lists, mailing lists, etc.
 5. Assist the Administrative Assistant in maintaining the office equipment and records of the church. This does not include those records maintained by the Clerk of Session.
 6. Responsible for updating annually, with input from the other Session Teams, the DPC Long Range Plan for approval by Session. The purpose of the plan is the accomplishment of the church's programs, the utilization of the facilities for both the congregation and the community and any future expansion of facilities or property
 7. Present to the Session an annual calendar of programs and meetings related to the activities of the Team, proposals for innovations or revisions in administrative policies and recommendations for resultant changes in the Manual of Organization.
 8. Submit to the Dickinson Resource Team (Financial), by August 1 each year, a proposed budget of the operation funds required to carry out the administrative functions of the Church program for the following calendar year.

PROPERTY DUTIES:

1. Conservation, preservation and repair (where possible) of the Church, Parish Hall, Education Building, Garage, 14 Church Road and the Manse in accordance with the needs of the congregation and in keeping with the current building and safety standards of Penn Township and the Commonwealth of Pennsylvania. For major projects requiring contracted work, the Property Co-Chair shall secure qualified competitive bids, manage

and supervise the progress of work, approve material/equipment submittals and contractors applications for payment. **Ensure that the selected contractors have sufficient liability insurance to cover any damages they may cause to Dickinson Church Properties.**

2. Provide for the maintenance and accountability of all equipment, i.e. tables, chairs, doors, etc., within the interior and exterior of all church buildings. Personal items of the Pastor within the Manse are excluded.
3. Maintain the Church grounds. supervise a Spring and Fall “Clean-Up” program of all church grounds and buildings.
4. Manage contractors who perform mowing, landscaping, snow removal or maintenance/repair work and approve payment for work performed.
5. Maintain the Cemetery usage with proper and respectful care.
6. Provide the Church Sexton with the appropriate supplies and supervision, as required, based on the needs of the congregation.
7. Ensuring the interior of the buildings are cleaned regularly.
8. Coordinate with Penn Township Commissioners and the Fire Company to meet the needs of the congregation while maintaining the congregation’s good relations with the community.
9. Present to the Session an annual calendar of programs and meetings related to the activities of the Team.
10. Submit to the Dickinson Resource Team (Financial), by August 1 of each year, a proposed budget of the operation funds required to carry out the property functions of the Church program for the following calendar year.
11. Maintain the buildings and grounds of the 14 Church Road Property to include leasing of the property to reputable tenants.

FINANCIAL DUTIES:

1. Supervise the collection of the offerings of the congregation, including the recording of all contributions by member names and depositing the funds in the bank.
2. Approve all invoices as approved by the appropriate committee Co-Chairs or the Pastor.

3. Develop a schedule for budget submissions and clearly communicate the same to all Team Co-Chairs of the Session and to the pastor. The preliminary budgets are to be received by August 1 of each year and the revised budgets by October 1 of each year. The final budget must be approved by Session by November or earlier each year.
4. Assist the Co-Chairs in the development of their budgets by providing necessary information from past budgets and recommending cost savings measures.
5. Maintain all investment accounts, including the Building Fund, Memorial Fund, Cemetery Fund etc. Make the appropriate investment decisions as necessary for these funds.
6. Provide for adequate insurance for the property and activities of the congregation.
7. Provide monthly financial statements to the Session at the regular stated monthly meetings of the Session.
8. Provide quarterly financial statement to the congregation and, through the weekly bulletin and/or the monthly newsletter, provide pertinent commentary to the congregation on the financial status of the church.
9. Arrange for the annual audit of the records of the church by a private auditing firm, approved by the Session, and report the results of the audit to the Session at the July meeting of the Session. Provide the Clerk of Session with the letter from the private auditing firm for inclusion in Annual Report forwarded to the Presbytery.
10. Conduct an annual Stewardship Campaign to meet the budgetary needs of the congregation.
11. Provide contribution records to members in accord with Internal Revenue Service rules.
12. Maintain, support and oversee a sub-committee titled, The Fundraising Committee, to supplement the congregational giving and to create a ministry of presence to the community.
13. Present to the Session an annual calendar of programs and meetings related to the activities of the Team for the coming year.
14. Submit to the Clerk of Session, by February 15 each year, financial information as of December 31 of the previous year, which is required to

prepare the Presbytery Annual Statistical Report. The information required is: Potential Giving Units, the Total Budgeted Income and Expense for the previous year, all Receipts, and all Expenditures. The statistical report is due to the Presbytery on February 28 of each year.

15. Submit to the Clerk of Session, by February 15 each year, information pertaining to the invested funds of the Church as of December 31 of the previous year. The information should include the type of investment, i.e. Certificate of Deposit, Bonds and Treasuries, etc., the amount of each and what firm the fund is invested with. The above information is required to complete the Presbytery Annual Statistical Report which is due to Presbytery on February 28 of each year.

SPIRITUAL GROWTH TEAM

RESPONSIBILITY:

Through a process of deliberation and prayer for the discernment of God's Will for the congregation, Lay Leaders of The Spiritual Growth Team shall be responsible for providing opportunities for Christian Education and spiritual growth for all age levels of the congregation.

OFFICERS:

Officers of the team shall include the Co-Chairs, who shall be an ordained Elders (not necessarily serving on the current Session) appointed by the Moderator, with due consideration for the desirability of continuity of operation.

Any Co-Chair who is not a member of the current Session shall be encouraged to attend Session meetings, especially those at which the Session will be requested to approve recommendations of the Team.

MEMBERS:

Members of the Team (who shall be appointed annually) shall include such persons as may be selected by the Moderator for their special abilities or potential contributions to the programs of the church. Members shall familiarize themselves with Section W-6.2000 and Section W-7.2000, Proclamation and Evangelism in the Book of Order

MEETINGS

Meetings should be held monthly, at a time to be determined by the team at their first meeting of the year.

EDUCATION DUTIES:

1. Implementation and publicizing of programs for Christian education directed to the special needs of infants, children, youth, adults, the elderly and the handicapped, including:
 - a) Establishment and encouragement of regular attendance at weekly or periodic opportunities for Christian education, including Church School classes, large and small youth groups and Bible Study, discussion, core and small groups for youth and adults.

- b) Scheduling, implementation and promotion of special programs to nurture spiritual growth and Christian fellowship for all age levels of the Congregation, including retreats, seminars, camps, community service projects and mission trips.
 - c) Scheduling and provision of educational facilities, including the selection and distribution of resource materials, for such groups and projects.
 - d) Recruiting and training teachers and leaders for such groups and projects and for the programs of this team.
2. Organizing and directing the youth ministry of the church including the evening youth groups.
 3. In concert with the Pastor and the Personnel Committee, supervise and direct the duties of the Coordinator of Christian Education and Youth (CCEY) according to the CCEY position description. **(THIS POSITION MAY NOT ALWAYS BE FILLED.**
 - a) Provide administrative oversight of the CCEY's work schedule, verification the number of hours worked and timely compensation.
 - b) Participate in the annual review of the CCEY's performance as distributed by the Personnel Committee as necessary.
 4. In concert with the Personnel Committee, maintain appropriate record of the CCEY's submissions of required clearances, orientation and training, performance evaluations and other pertinent documentation.
 5. Implement and administer the Sexual Misconduct and Child Protection Policy, including the following:
 - a) Conduct the application and screening procedures for selection of all volunteer child/youth workers.
 - b) Conduct annual training on the Child Protection Policy for all child/youth workers. Provide personal training as needed for new paid or volunteer child/youth workers.
 6. In conjunction with the Pastor, arrange programs providing training for youth in preparation for their first communion, and of young people, in preparation for joining the Church.

7. Provide for special educational services such as the annual Christmas play, Vacation Bible School and others as requested or as directed by the Session.
8. Maintain a good liaison with area Sunday School Associations.
9. Conduct leadership training, with the assistance of the pastor, for the Session and Diaconate on an annual basis.
10. Maintain the Church School equipment and the records of various natures and establishing housekeeping guidelines for the Church School areas.
11. Provide a Worship Nursery child care program staffed by qualified, as required by the Sexual Misconduct and Child Protection Policy, volunteer member nursery attendants.
12. Present to the Session an annual calendar of programs and meetings related to the activities of the Team, and proposals for innovations or revisions in administrative policies and recommendations for resultant changes in the Manual of Organization and in the budget.
13. Submission to the Dickinson Resource Team, by August 1, of each year, a proposed budget of the operation funds required to carry out the administrative functions of the Church program for the following calendar year.
14. Work with the Church Librarian, the Spiritual Growth Team, shall develop a staff, maintain and promote a library of Christian books and resources, including the establishment and supervision of a system of circulating and recovering its contents.
15. Submit to the Clerk of Session, by February 15 each year, information regarding the Christian Education Enrollment by Age Group and the Total Christian Education Enrollment as of December 31 of the previous year. This information is required to complete the Presbytery Annual Statistical Report which is due to Presbytery on February 28 of each year.

WORSHIP DUTIES

1. Cooperate with the Pastor in the establishment or revision of worship policies, practices and liturgy schedules (all of which are subject to the approval of the Session).
2. Recommend to the Session the worship schedules.

3. Assist the pastor in planning and carrying out regular worship services, special worship events such as the annual Outdoor Service, Stuart Sunday, and other special worship services.
4. Provide greeters, ushers, coffee fellowship and worship assistants for all worship services.
5. Provide for the preparation for Communion through the preparation of the elements, trays and tables, and for the collection, cleaning and storage of communion equipment.
6. In cooperation with the Pastor, Elders/Deacons, provide for the observance of Communion of the shut-in members.
7. Provide for flowers in the sanctuary for worship through the Memorial Flower list or other means.
8. Ensure the pianos and organ of the Church are kept in good operating condition.
9. Supervise the Choir and the Music Program of the Church.
10. Recommend the Sacrament of Baptism for those requesting it.
11. Provide appropriate decorations for the Sanctuary in relation to the seasons of the Church year.
12. Produce an audio compact disc of each worship service and provide copies to the Board of Deacons for distribution and to others who request copies of it.
13. Recommend to the Session requests for the use of the Sanctuary for outside use, such as weddings, etc.
14. Maintain the Worship equipment, supplies and the record of Worship attendance.
15. Present to the Session an annual calendar of programs and meetings related to the activities of the Team.
16. Submit to the Dickinson Resource Team by August 1, a proposed budget of the operation funds required to carry out the administrative functions of the Church program for the following calendar year.

17. Provide for a Guest Pastor when the Dickinson Pastor is on vacation or Study leave or when the church is without a full time pastor.

NOMINATING COMMITTEE

RESPONSIBILITY:

Through a process of confidential deliberation and prayer for discernment of God's Will for the Congregation, Lay Leaders of the Nominating Committee, shall prepare a slate of prospective Church Officers (Elders and Deacons), members-at-large of the Personnel Committee, the church Treasurer, and the next year's Nominating Committee for election by the congregation at a Congregational meeting called for the purpose of electing officers. **The church treasurer shall be elected by the Session after being nominated by this committee.**

OFFICERS :

Officers of the committee shall include the Chair, who shall be selected by the Session from the Elders currently serving on the Session, and Vice-Chair and a Secretary who shall be selected by the Committee at its organizational meeting.

MEMBERS :

Members of the Committee (which shall be appointed annually) shall include the Pastor (who shall serve without vote) two (2) members (including the Chair of the Committee) from the Session, one (1) member from the Board of Deacons, and four (4) Members-at-Large (who shall not be Elders currently serving on the Session) No member shall serve for more than three (3) consecutive years. Members shall familiarize themselves with section G-14.0201, "Election and Ordaining Elders and Deacons", section G-4.0403, "Historic Awareness" and Section G.0104, "Participation and Representation", in the Book of Order.

MEETINGS:

Meetings shall be held on the call of the Moderator of the Session or the Chair of the Committee. At an organizational meeting held no later than the first day of March of each year, the Committee shall also review the applicable portions of the Book of Order and the Manual of Organization. The Chair, with the assistance of the Pastor and/or other members of the Committee as may be appropriate, shall conduct Committee training, based on "Called to Serve" or other suitable resources, on the discernment and nominating process.

DUTIES:

1. Prepare and report to Session at its regular July Meeting, slates of candidates for the election of members of the Session, the Board of Deacons, and the elected members of the Nominating Committee, the Personnel Committee and the **Church Treasurer (to be elected by the**

Session). The Committee should use the following in making their selection:

2. Solicitation of recommendations of persons qualified to serve in such positions.
3. Selection, from such recommendations, of parties who provide fair representation to men and women of all ages and to all ethnic and racial groups in the Congregation.
4. Determination, prior to slating, that the proposed candidates are willing to serve in such positions.
5. Maintenance of a list of potential candidates to replace officers who may become unable to complete their term of office.
6. The Nominating Committee will nominate the following number of persons to fill the leadership positions of this church. The Congregation shall elect the individuals at its meeting scheduled for election of officers:
 - a) Three (3) persons to serve as Elders on the active Session to replace the three Elders rotating off active service.
 - b) Two (2) persons to serve as Deacons to replace the two Deacons rotating off active service.
 - c) Three (3) members who are not currently serving as Elders in active service, to the Personnel Committee .
 - d) Four (4) members who are not currently serving as Elders in active service to the Nominating Committee .
7. The Committee will also nominate a qualified person to serve as **Church Treasurer** for approval of the Session at the annual November Session meeting.
8. Assist the Pastor and Session with the orientation and training of those who are elected to such offices.

PERSONNEL COMMITTEE

RESPONSIBILITY:

The Personnel Committee shall advise the Session and Pastor concerning personnel matters.

OFFICERS:

Officers of the committee shall include the Clerk of Session and a Secretary appointed by the Chair.

MEMBERSHIP:

Members of the Committee shall consist of a member from the Dickinson Resource Team, the Clerk of Session, one deacon and three members of the congregation at large, elected by the congregation, who are not currently serving on either the Session or the Diaconate. **Also, the Pastor will appoint one person as a member. Members are elected annually and no person shall serve more than three consecutive years.**

MEETINGS:

Meetings shall be held as necessary at the call of the Moderator or the Chair of the committee.

DUTIES:

1. Develop and maintain, in coordination with the relevant Team of Session, an up-to-date job description for each staff position (paid and voluntary) of the church.
2. Supervise and review, in coordination with the relevant Team of Session, the terms of employment of all staff members, including but not limited to:
 - a) Compensation and other terms of employment.
 - b) Ensuring relevant committees of Session inform the DRT (Finance) of all changes in the dollar amounts of non-pastoral compensation prior to September 1.
 - c) Ensuring the relevant Teams of Session confer annually with paid staff members to discuss and evaluate their work and responsibility. This meeting shall be held in conjunction with the Pastor of the Church.

FUNDRAISING SUB-COMMITTEE

RESPONSIBILITY:

The Committee is responsible for the development, supervision, and staffing of a comprehensive program of all fundraising activities, including dinners and food booth.

ACCOUNTABILITY:

The Committee is directly accountable to the Session through the Dickinson Resource Team, specifically the Finance Co-Chair of the Team.

OFFICERS:

Officers of the committee shall include the Chair, appointed by the Dickinson Resource Team, with due consideration for the desirability of continuity of operations.

The Chair of this sub-committee shall coordinate all schedules and programs through the Dickinson Resource Team.

MEMBERS:

Members of the Committee shall include any church member or friends of the church who express an interest in joining the committee.

EXPENDITURES:

All expenditures, *except ongoing operations*, must have prior approval of appropriate committee/Session Team before Fundraising will commit money. Requests for funds should be made through a Session member to this Sub-Committee using a prepared Grant Request.

AUDITS:

The Chair of the Sub-Committee will ensure all Fundraising Financial records are maintained by the church Treasurer as part of the church's financial records which are required to be audited annually.

MEETINGS:

Meeting shall be held as necessary on the call of the Chair of the Sub-Committee.

DUTIES:

1. Plan and develop a comprehensive program of fundraising activities for the church for the purpose of funding unbudgeted programs and items, especially for the youth and community outreach.
2. Review requests for funds as presented by Session members and communicating the appropriate response back to the same member of Session.
3. Staff our food booth at various activities in the community, including, but not exclusively: Rowe Auction Barn, Highland Festival, Summer-fair and Music at the Manse, and other programs of fundraising as agreed upon by the Sub-Committee.
4. Present to the Session an annual calendar of programs and events related to the activities of the Committee.

**BYLAWS
of
THE DICKINSON PRESBYTERIAN CHURCH
CARLISLE, PENNSYLVANIA**

WHEREAS, the Dickinson Presbyterian Church of Carlisle, Pennsylvania (herein after referred to as "the Church") is a particular congregation of the Presbytery of Carlisle ("the Presbytery"), Synod of the Trinity ("the Synod") and the Presbyterian Church (U.S.A.)("the PC-USA"), which had its beginnings in 1823 for the purpose of work and worship according to the Christian faith, doctrine and discipline of said denomination; and

WHEREAS, the Church is a not-for-profit corporation under the requirements of 15 Pennsylvania S. 7316, listed in 81-32 1912 provisions of the Commonwealth of Pennsylvania Statues. The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the general purpose of operating as a church; and specifically wishing to provide that the corporation so organized wishes to establish all necessary Bylaws to carry out the objects of its organization; and

WHEREAS, it is the desire, purpose and intent of the Church to operate and be governed as one body, as provided in the Constitution of the PC-USA and under one set of Bylaws;

NOW, THEREFORE, the following Bylaws for said church corporation are hereby adopted:

ARTICLE I. NAME AND PRINCIPAL OFFICE

- 1.1: The Name and legal title of the congregation is The Dickinson Presbyterian Church of Carlisle, Pennsylvania.
- 1.2: The Principal Office of this corporation is located at 12 Church Road, Carlisle, Pennsylvania 17013.

ARTICLE II. MEMBERSHIP AND GOVERNMENT

- 2.1: The Members of the church shall be divided into the following classes:
 - 1 Baptized members, consisting of persons who have not yet made a profession of faith but who were either baptized in the Church, or who are children of active members and who were baptized elsewhere.

- 2 Active members, who are the only voting members, consisting of those received into membership who are active in worship and the work of the church.
- 3 Affiliate members, who are temporary residents of the community active in the work and worship of this Church while remaining enrolled as Active Members of another church, which has submitted to the Session for its approval certificates of good standing (valid for two years and renewable).

2.2: Government of this congregation and corporation shall be in harmony with Presbyterian polity, with the Book of Order of the PC-USA hereinafter referred to as "Book of Order") and with the laws of the Commonwealth of Pennsylvania, and shall be subject to the jurisdiction of the PC-USA. Any conflict between these Bylaws and the Book of Order shall be controlled by the provisions of the Book of Order, and all procedures hereby authorized, including conduct of all meetings of church bodies, shall be in full compliance with the Book of Order.

ARTICLE III. OFFICERS

3.1: The Officers of Dickinson, Presbyterian Church shall be: The pastor, who is Moderator of the Session; Members of the Official Boards, which are the Session and the Board of Deacons; The Clerk of Session, elected by the Session on recommendation of the Moderator; The Treasurer, elected by the Session on recommendation of the Nominating Committee, shall be responsible to the Session for all financial records.

The function and duties of all the Officers and Boards of the Church shall include, but shall not be limited to, those which are set out in the Manual of Organization and Bylaws.

ARTICLE IV. MEETINGS OF THE CONGREGATION

4.1: A special meeting to elect officers should be held at the church annually before December 1, at a time designated by the Session, for the purpose of electing Elders, Deacons, Nominating Committee

members, and any other officers to be elected. The Nominating Committee shall present a slate of nominees for all offices to be filled, including existing vacancies. Nominations for any office may be made from the floor, provided that any person making a nomination from the floor shall previously have obtained the consent of such nominee to serve if elected.

When the number of nominees for any office equals no more than the number to be elected to such office, the congregation may vote for such office by voice vote or show of hands. When the number of nominees for any office is greater than the number to be elected, the congregation shall vote on that office by secret ballot. A majority of all voters present and voting shall be required to elect.

- 4.2: The Annual Meeting of the congregation shall be held prior to the meeting of Session before March 30, at a time and place designated by the Session, to receive reports concerning membership, personnel, finance and work of the boards and committees, to review the budget, to install officers (if not previously done) and to consider those other matters specified in the notice of such.
- 4.3: The Annual Meeting of the Corporation shall be held as part of the annual meeting of the Congregation. The Clerk of Session shall preside over the Corporation meeting and only such matters as those which pertain to the endowment funds, trust funds, or other special accounts shall ordinarily be presented. Action may be recommended for congregational approval during the annual meeting period.
- 4.4: Special meetings of the congregation shall be called by the Session by its own action, or upon written petition of one fourth of the Active Members of the congregation as specified in Section G-7.0302 of the Book of Order, or by a higher Presbyterian judicatory. The matter(s) to come before the special meeting must be slated in the call, and no other matter(s) may be considered.
- 4.5: Public notice of all meetings shall be given prior to the appointed time, by announcement from the pulpit on two successive Sundays. Meetings called for such actions as the calling of a pastor shall require written notice to the members.
- 4.6: The Presiding Officer (or Moderator) of any meeting of the congregation shall be the Pastor or that person authorized to preside in Section G-7.0306 of the Book of Order.

- 4.7: The Secretary of all meetings of the Congregation shall be the Clerk of Session. If the Clerk is unable to serve, a Secretary Pro Tem shall be elected by the congregation for such meeting. Minutes of each meeting of the congregation shall be attested by the Moderator and the Secretary and shall be entered in the minute book of the Session.
- 4.8: A quorum of any meeting of the congregation shall consist of twenty-five members or one tenth of the total number of Active Members, whichever is greater, but not less than that number currently specified in G-7.0305 of the Book of Order.
- 4.9: Voting: Voting by proxy shall not be allowed. A majority of those present shall be required to elect any officer or pass on any matter coming before the meeting, unless otherwise required in the Book of Order or these Bylaws. Since a minister is not a member of the congregation, he/she may not vote in any meeting of the congregation. Where there is a tie vote, the presiding officer shall put the question a second time. If there is a tie vote again, the motion is lost.

ARTICLE V. THE SESSION

- 5.1: The governing body of the church shall be the Session, which shall have vested in it all administrative responsibility and authority in the affairs and activities of the Church, both spiritual and corporate. The Session may delegate responsibilities to the Board of Deacons. The Session may also establish and delegate authority to permanent and ad hoc committees directly responsible to it, or abolish them.
- 5.2: The membership of the Session shall consist of the Pastor of the Church and nine (9) elders, providing fair representation to men and to women of all ages and to all racial or ethnic groups in the congregation. Classes shall be divided as evenly as possible into three classes of terms of three years.
- 5.3: Meetings of the Session shall include regular monthly meetings, which shall be held at a designed time and place published in the church calendar, and special meetings, which may be called by the Moderator or Presbytery or at the written request of any two (2) members of the Session.

A joint meeting of the Session and Board of Deacons shall be held annually, to confer on matters of common interest, with Moderator of the Session presiding. No binding decision may be reached in such joint meeting, but the Session and the Board of Deacons may each act separately on matters committed to its care, in separate meetings following the joint meeting.

5.4: The Moderator of the Session shall be the Pastor of the Church, and the Session shall not meet without the Pastor except as provided in G-10.0103 of the Book of Order.

5.5: The Clerk of Session, who must be an ordained elder, but not necessarily a member of the standing Session, shall be elected annually at the first meeting of the calendar year. The Clerk shall be the custodian of the minutes and records of the Session, and shall have such other duties as are set forth in the Book of Order and the Manual of the Organization.

5.6: The duties of the Session shall be performed in all respects in compliance with the provisions of the Book of Order, and shall include:

- 1 The receipt of members into the church on profession or reaffirmation of faith, or satisfactory certification of transfer of church membership; provided, that membership shall not be denied any person because of race, economic or social circumstances, or other reason not related to profession of faith;
- 2 Leading the congregation in participation in the Mission of the whole church in the world;
- 3 Provision for worship, including preaching of the Word and sharing of the sacraments, and for the music program;
- 4 Provision for the spiritual growth of the congregation;
- 5 Development and supervision of the educational program of the church, including the understanding of the Sacraments of baptism and the Lord's Supper;
- 6 Leading the congregation in ministries in the community;

- 7 Challenging the congregation with the privilege of responsible Christian stewardship of money, time and talents;
- 8 Establishing the annual budget, determining the distribution of church benevolence, ordering offerings for Christian purposes, and providing the congregation with full information of its decisions in such matters;
- 9 Leading the congregation continually to discover what God is doing in the world, and to plan for change, renewal, peacemaking and reformation under the Word of God;
- 10 Nurturing education and spiritual growth of Session members;
- 11 Instructing, examining, ordaining, installing and welcoming into common ministry Elders and Deacons, upon election by the congregation;
- 12 Delegating and supervising work of the Board of Deacons, and all other organizations, committees and task forces;
- 13 Providing for the administration of all church programs, including the employment of non-ordained staff, with concern for equal employment opportunity and for annual review of the adequacy of compensation for staff members;
- 14 Providing for the management of the church property, including determination of the appropriate uses of church buildings and facilities;
- 15 Maintaining regular and continuing relationship with the higher governing bodies of the church, in accordance with the Book of Order;
- 16 Establishing and maintaining those ecumenical relationships necessary for the life and mission of the church in its locality;
- 17 Serving in judicial matters in accordance with the Rules of Discipline;
- 18 Adjudicating appeal of the propriety of the action of any Board, Committee, Church organization or task force; and,

19 Maintenance of the Session Fund, administered by a Treasurer appointed by the Session, to provide assistance to Church members.

5.7: Chairs of Session Teams (who need not be ordained elders, except as provided in the Manual of Organization) shall be appointed by the Moderator, with the approval of Session.

Members of Session Teams (who need not be ordained elders or members of the Church, except as provided in the Manual of Organization) may be secured by the Moderator or by Team Chairs and shall be approved by Session (except that all members of the personnel Committee shall be elected by the Session). Each member of Session (with the exception of the Clerk) shall serve as a member (or the Chair) of at least one Session Team.

Session Team responsibilities and functions (as set forth in the Manual of Organization) may be altered, added to or repealed by the Session on its own motion or upon recommendation of any official body of the church or Committee of Session, if in compliance with the Book of Order.

5.8: The Minutes of the Session, which are the property of the Session and the responsibility of the Clerk of Session, shall constitute a full and accurate record of the proceedings of (a) the Session, (b) congregational meetings and (c) meetings of the Board of Deacons, and shall include the annual statistical report. Such minutes shall be submitted to the Presbytery for annual review, or as it may otherwise request. They shall include the composition of the Session as to ethnicity, sex, and age of each member and how this corresponds to the composition of the congregation.

5.9: Membership rolls maintained by the Session, and altered only by its order after due deliberation, shall include the following rolls, listing the names of those qualifying therefore:

There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two

years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. In the event that a former active member after removal from the rolls of the congregation wishes to be reinstated into active membership in the church he or she shall 1. submit a letter to the Session requesting to be reinstated 2. follow the examination process as established by the Session and 3. participate in a reaffirmation of faith ceremony during worship.

5.10: The Session shall maintain complete Registers of;

1. Marriages of members, and marriages performed on church premises or by the church minister;
2. Baptisms, including name and date of birth of the baptized, and the parents and persons presenting the baptized;
3. Elders and Deacons, with the date and name of the church in which each was ordained, terms of active service, and any record of removals;
4. Pastors, Co-pastors, Associate, Assistant, Interim Pastors, Stated Supply Pastors, and Parish Associates serving the church, with dates of service of each.

5.11: Church Finances shall be the responsibility of the Dickinson Resource Team (DRT) (Financial), subject to supervision by the Session, to which the DRT shall submit an annual report. The Session may delegate supervision of specific financial matters to the Board of Deacons. Those in charge of specific funds shall report annually, or upon request, either to the DRT (Finance), the Session or the Board having supervision thereof.

5.12: An Annual Planning Conference shall be conducted by the Session to coordinate the work and program of all groups and organizations of the church, to adopt objectives for the year beginning in the following September, and to develop plans and a schedule for achieving such objectives.

5.13: The Session shall assume the functions of the Board of Trustees in relation to the corporate matters of the Church as well as maintaining the investments, adequate insurance coverage, and the filing of documents and certifications as the laws of the United States of America and the Commonwealth of Pennsylvania require.

ARTICLE VI. TENURE OF CHURCH OFFICERS

- 6.1: No person may be elected for more than two (2) consecutive full terms on the same board, but any person shall, after an interval of at least one year, again be eligible for nomination. Anyone filling a vacancy for less than a full term shall be eligible for election to a successive full term, and anyone serving a full term may be elected to fill a successive vacancy of less than a full term; but successive terms must total less than six years.
- 6.2: Vacancies may be permanently filled only by nomination, either by the Nominating Committee or from the floor, and election at the next congregational meeting.
- 6.3: Unexcused absences from any three consecutive meetings, or from six or more meetings during any twelve month period, shall be construed to constitute the resignation of any member of the Session or the Board of Deacons.

The Clerk of Session shall promptly cause written notice of such construed resignation to be delivered to such absent member following the final absence which constitutes cause for such resignation, and shall submit any such construed resignation to the Session, together with any response received from such absent member, at the next stated Session meeting held more than two weeks following the posting or personal delivery of such notice. Any such notice or constructed resignation shall not become effective until it has been approved by the Session.

ARTICLE VII. STRUCTURE AND ORGANIZATION

- 7.1: The Manual of Organization, which the Session may amend at any time, sets out in further detail the duties and functions of Church Officers, of the Board of Deacons, of Church organizations and of those Committees established by such groups to carry out the work of the Church.

ARTICLE VIII. PRESBYTERIAN WOMEN

- 8.1: The Presbyterian Women (the "PW") is an organization open to all women of the Church, and is responsible to the congregation through the Session. It is affiliated with other PW organizations on a national, Synod and Presbytery level, and operates in accordance with By-Laws adopted by the PW and approved by the Session.

ARTICLE IX. PRESBYTERIAN MEN

9.1: The Presbyterian Men (the "PM") is an organization open to all men of the Church, and is responsible to the congregation through the Session. It operates in accordance with By-Laws adopted by the PM and approved by the Session.

ARTICLE X. ENDOWMENT FUNDS

10.1: The principal of any Dickinson Presbyterian Church endowment fund shall be expended only as directed by resolution approved by seventy-five (75 percent) of members of the Session present at a meeting at which all Elders in active service are present. Any such resolution shall include: (1) the finding that an emergency exists and a brief description thereof; (2) the finding that no other funds are available to meet the costs incident to such emergency; (3) specification of the nature, purpose and maximum amount of such expenditure; and (4) recommendations for the recoupment of the expenditure out of future budgets or by special solicitations.

ARTICLE XI. PROCEDURE

11.1: The Parliamentary authority shall be the latest official edition of Roberts Rules of Order for all matters of procedure not specifically covered by these By-Laws or by the Book of Order.

11.2: Any Active Member of the Church is authorized to attend, as an observer, any meeting of the Session and all Boards and committees, except when any such group shall order, by the vote of two-thirds (2/3) of the members present, that any such meeting shall be closed.

11.3: The Session and all Boards and Committees shall provide full and reasonable opportunity to any member of the Church to express views on any subject under official consideration by such group, insofar as such expression shall not be in conflict with the provisions of the Book of Order.

11.4: The quorum for meetings of the Session, except as otherwise provided herein or by action of the Session, shall be at least the pastor and one half (1/2) of the Elders in active service. The quorum for meetings of the Board of Deacons and all committees shall be one third (1/3) of the members of such body.

ARTICLE XII. AMENDMENTS

12.1: These Bylaws may be amended by a two-thirds (2/3) vote of those present at any lawful meeting of the congregation at which a quorum (as defined in 4.8 hereof) is present.