Government Street Presbyterian Church
Committee Charters
January 2025

Christian Formation Committee

Chair: Sage Arnold
Vice-Chair: Travis Goodloe
Staff Resource: Director of Christian Education and Communications Coordinator

Responsibilities:

- Children's Ministry including
    - Regular faith formation experiences such as Sunday School, Club 345, Wee Worship
    - Annual Events such as Advent Festival, Bible workshop, Communion Workshop, Trunk or Treat, VBS, etc.
    - Volunteer recruitment for the nursery, Wee Worship, Sunday School, etc.
    - Support of parents doing at-home faith formation
    - Service opportunities in congregation and community
    - Integration into the whole life of church (worship, fellowship, etc.)
- Youth Ministry including
    - Regular faith formation experiences such as Sunday School and Youth Group
    - Summer Trips such as Montreat
    - Service opportunities in congregation and community
    - Integration into the whole life of church (worship, fellowship, etc.)
- Adult Ministry including
    - Regular faith formation experiences such as Sunday School, Bible Studies, etc.
    - Special events to include speakers, retreats, etc.
    - Coordinate with Presbyterian Women
    - Short-term adult faith formation opportunities
- Intergenerational Faith Formation Opportunities
- Review and select curriculum and present to Session for approval

Communications Sub-committee

- Outreach including
    - Strategically promote the church through different advertising platforms such as printed materials, social media, etc.

- Organize and implement Luncheon Forum
- Explore and develop Christian Outreach programs

- Communication including
  - Work with staff and committees to create and gather content for communication to congregation
  - Create and execute a marketing plan that publicizes GSPC's Christian ministries to Mobile community
  - Keep GSPC's website and social media presence current and engaging
  - Ensure consistency in branding and message across all communication platforms

Government Street Presbyterian Church
Committee Charters
January 2025

Congregational Care Committee

Chair: Nicole Riis
Vice-Chair: LeAnne Tamblyn
Staff Resource: Director of Hospitality and Office Administrator

Responsibilities:

- Membership rolls, database upkeep
- Fellowship events such as Supper Clubs, 2nd Sunday lunches, Chili Cook-off, etc.
- Home Communion and visitation(to be transitioned from Deacons)
- Shepherd program to stay in touch with all members of the congregation
- Nominations (Chair - Elder, Co-Chair - Elder)
- Give church members an opportunity to volunteer in all areas of the church through time and talent surveys or other alternative means. Ensure committee chairs are given names of volunteers
- Memorial Service receptions
- Meals to those at home
- Other activities to care for members of the congregation and foster their connection.
- Follow up with visitors in worship or other ministries.
- Welcome and help involve new members into the life of the congregation

Government Street Presbyterian Church
Committee Charters
January 2025

Operations Committee

Chair: Dave Trent
Vice-chair:-----

Operations Subcommittee: Finance and Stewardship

Chair: Scott Weldon
Vice-Chair: Julie Otts
Staff Resource: Senior Pastor

Responsibilities:

- Monitor monthly financial statements, including income and expenses, and report to Session
- Work with Treasurer to ensure a regular audit of church finances
- Solicit budget requests from committees for upcoming fiscal year in September and communicate with Stewardship Committee
- Work with committees to make changes to budgets as needed based on income and need
- Prepare annual budget for Session approval by December Session meeting
- Keep track of restricted funds and communicate with Permanent Funds Committee on appropriate disbursements from endowed funds
- Establish appropriate operating procedures for handling, managing, and requesting funds
- Monitor and manage the Operating Reserve Fund and make recommendations for any withdrawals or deposits
- Decide, along with the Senior Pastor, a Stewardship theme for the year and timelines leading up to Dedication Sunday
- Plan and implement fall stewardship drive including the following or reasonable alternatives:
    - Mailings
    - Minutes for mission
    - Pledge cards
    - Narrative budget
    - Thank you responses
- Work with Officers to follow up with church members about pledge cards after Dedication Sunday

- Create opportunities throughout the year for members to share their gratitude for the ministries of GSPC

Operations Subcommittee: Administration and Property Committee

Chair: Duke Walker
Vice-Chair: George Oswalt
Staff Resource: Property Manager

Responsibilities:

- Maintenance of 300 Government, Guesnard House, parking lot, and grounds
- Work with Property Manager to maintain appropriate contracts, oversee necessary repairs and updates
- Establish a multi-year plan for ongoing maintenance of buildings and systems
- Project timing and cost of structural repairs and equipment replacement
- Oversee the administrative contracts and office operations of the church
- Oversee the furnishing and decorating of church spaces outside the sanctuary.
- Oversee the Archives Committee and care of church records.

Operations Subcommittee: Staff

Chair: Harris Oswalt
Vice-Chair:
Staff Resource: Senior Pastor

Responsibilities:

- Work with the Senior Pastor to provide insight and guidance for issues that affect staff
- Ensure that the Employee Handbook, medical, and pension are compliant with all laws of the state and federal government.
- Recommend Staff budget annually
- Set yearly pay raises, love gifts at Christmas with the Senior Pastor

- Provide reports to Session for approval, i.e. yearly budget, employer/employee issues
- Provide job descriptions for every employee position and evaluate staffing needs
- Provide evaluations for Pastors and Staff
- Assign each employee to a Staff Committee member for communication and support
- Senior Pastor responsibilities include
    - in charge of employees and handles employee staff meetings, vacations,
      evaluations, and day-to-day operations
    - will report to the Staff Committee any employee related issues when needed
    - will provide insight and guidance for employee issues when needed

Government Street Presbyterian Church
Committee Charters
January 2025

Missions Committee

Chair: Eddy Hawkins
Vice-Chair: Neal Horner
Staff Resource: Senior Pastor

Responsibilities:

- Ensure GSPC's Christian witness in the community
- Publicize opportunities for service and mission in our area and in our church involving all ages
- Manage Meals on Wheel and all other GSPC service opportunities outside the church
- Establish Christian partnerships outside the community and with other nations
- Provide opportunities for Christian education of missions throughout the world
- Provide opportunities for both youth and adults to engage in short-term Christian mission work outside the U.S.
- Responsible for Special Offerings: publicizing, education, materials, collection, etc.
- For each ministry:
    - find volunteers to staff as needed
    - provide each program with planning, guidance, times, and places
    - keep records for each program
    - evaluate ministries regularly

Government Street Presbyterian Church
Committee Charters
January 2025

Worship Committee

Chair: Margaret Vidmer Hutchison
Vice-Chair:
Staff Resource: Senior Pastor and Director of Music

Responsibilities:

- Communion set up and serving
- Ensure the regular worship of the congregation
- Make recommendations for necessary updates to sanctuary furnishings and equipment
- Ensure ushers for each service
- Ensure sound and live stream for services as needed
- Maintain a Chancel Guild to decorate and plan for special seasons of the church year
- Work with the pastors and Director of Music to ensure music that enhances and deepens the experience of worship including special services
- Ensure Sunday Assistants and Greeters for each service
- Ensure sanctuary is ready or baptisms and gifts are prepared for those being baptized.
- Visitor follow up, etc.

Government Street Presbyterian Church
Committee Charters
January 2025

Clerk of Session
Chair: Elder
Meetings: Monthly
Staff Resource: Senior Pastor

TRUSTEES

Permanent Funds

Chair: Member of Trustees
Members: Elected Trustees
Meeting: At least 2 times per year
Staff Resource: Senior Pastor

Responsibilities:

- Monitor and manage the endowed funds of the church
- Make recommendations to Session for annual disbursements in conjunction with specific committees
- Follow the Permanent Funds Operating Procedures and review

Oversight of Church Property

- Sales, acquisitions, etc.

Government Street Presbyterian Church
Committee Charters
January 2025

General Committee Guidelines

- Provide timely Minutes from every committee meeting and distribute electronically to all committee members and to the Office Manager for Session approval
- Monitor income and expenses for budgeted committees
- Chair and Senior Pastor to evaluate charter annually and present to Session any changes.
- Chairs to meet annually with Senior Pastor for training and to select committee membership
- Chairs and Vice-Chairs will usually be active elders but may be inactive elders when needed.
- Chairs to coordinate schedule for meetings with Office Administrator