

#1.5

COMMITTEE STRUCTURE AND FUNCTION

PURPOSE: To establish Committee formation, processes and function.

APPLICATION:

1. New Committees shall be formed at the request of the Session who shall determine the specific responsibilities of any proposed Committee.
2. Each Committee shall have a Chairperson.
3. Each Committee shall schedule regular meetings and ensure that minutes are recorded and distributed to each member.
4. A Committee may establish one or more sub-committees to accomplish specific, well-defined and time-limited tasks.
5. There *should* be two elders on the Finance and Stewardship Committee and on the Personnel Committee, and at least one elder on each of the other permanent Session Committees (Administration and Communication Committee, Discipleship and Fellowship Committee, Facilities and Property Management Committee, Mission and Outreach Committee, Nominating Committee and Worship Committee). *(Note that the term "should" does not mean "shall," but denotes a strong advisory.)*
6. Two committees shall have a Session member as chair: Finance and Stewardship Committee and Personnel Committee.
7. Any Capital Funds Committee, although a temporary committee, is required to have an elder as chair.

RESPONSIBILITY: Session is responsible for the establishment and function of committees.