

PEACE PRESBYTERIAN CHURCH

ELDER CHART OF RESPONSIBILITIES								
2016			2017			2018		
JOHN CRESWELL	781-4588			DONNA BERGER	286-4718		WILLIAM CRAWFORD	
DAVID HEATON	283-4902			ERNEST KABATH	283-9691		WILLIAM FAUST	
SANDRA HICKS	283-8931			RICHARD NEWTON	873-9281		AL SIMBRITZ	
ROBERT HOCHSTUHL	220-0655			MARILYN TAYLOR	210-6983			
WILLIAM SOUTH	283-7243							
FINANCE STEWARSHIP	CARE/NURTURE	CHRISTIAN EDUCATION	CREATIVE FELLOWSHIP	MEMBERSHIP OUTREACH	MISSION	NOMINATING/ SCHOLARSHIP	PERSONNEL	BUILDING/ GROUNDS
CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:
John Creswell	Marilyn Taylor	Bill Crawford	Bill South	Donna Berger	Bob Hochstuhl	Bill Faust	Al Simbritz	Ernie Kabath
Sandy Hicks		Dick Newton		Bill Faust			John Creswell	
Al Simbritz								
Bill Faust								
Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:
Managing Church finances, overseeing budget, & financial matters using acceptable & auditable accounting practices.	Planning & coordinating the distribution of: Easter, Thanks-giving, Christmas food, Care kits for LAHIA & Vets, & Back-to-School supplies and Heart Sunday events. Mailing cards to home-bound & college students. Serving refreshments after memorial services.	Planning & coordinating Sunday school, Bible study classes, teachers, & curriculum. Oversees nursery, & Youth group's activities, trips, & fundraisers.	Planning & coordinating all church lunches, dinners, annual picnic, all trips, special events, & fellowship hour to promote fellowship opportunities in the church.	Ensures that the Church is advertised & promoted in the community. Membership recruiting & coordination of new members joining the church, including taking new members' pictures. Delivering altar flowers to ill or homebound members, coordinating sale of ornaments. Oversees photo directory.	Planning & coordinating local, regional, or international mission trips. Distributes budgeted & non budgeted funds to various local, national, & international missions. Coordinates all speakers for Moment for Mission & plans Missions Dinner.	<u>Nominating:</u> Rcvs nominations for new Elders & presents them to the congregation at Nov. meeting. <u>Scholarship:</u> Rcvs, reviews, & distributes awards for the Burg & Dr. Mac Scholarship funds. Presents scholarships to recipients at their schools, plans & presents awards on Scholarship Sunday.	Care of all staff personnel. Coordination of annual staff evaluations, staff job descriptions, hours, vacations, salary, bonuses, & grievances.	Plans, coordinates, & executes maintenance & repair of church building, education building & upkeep of grounds. Supervises custodian, use of & approval of use of church buildings & grounds, church keys.
Rev 12/5/15	Investment Committee - David Heaton 283-4902			Presbyterian Women - Annetta Rosato 286-0127				

	Clerk of Council - Jane Logan 485-5503	Treasurer - Sandy Hicks 283-8931					

288-4899	
223-1719	
781-0429	
WORSHIP	
CHAIR:	
Sandy Hicks	
Dave Heaton	
Duties:	
Plans,	
coordinates, &	
executes	
all special services.	
Coordinates	
Altar Guild,	
Liturgist, Ushers	
& Greeters, &	
Acolytes.	
Maintains all	
sanctuary &	
communion	
supplies, palm	
crosses, candles,	
pencils, pads, etc.	
Opens & Closes	
Sanctuary for	
services.	
Decorates church	
for special	
occasions.	

**PEACE PRESBYTERIAN CHURCH
ELDER CHART OF RESPONSIBILITIES**

2017		2018					2019				
DONNA BERGER	286--4718				WILLIAM CRAWFORD	288-4899	DAVID HEATON	283-4902			
ERNEST KABATH	283-9691				WILLIAM FAUST (deceased)	223-1719	SANDRA HICKS	283-8931			
RICHARD NEWTON	873-9281				ALSIMBRITZ	781-0429	ROBERT HOCHSTUHL	220-0655			
MARILYN TAYLOR	210-6983						LAURA SOUTH	283-7243			
FINANCE STEWARSHIP	CARE/NURTURE	CHRISTIAN EDUCATION	CREATIVE FELLOWSHIP	INVESTMENT	MEMBERSHIP OUTREACH	MISSION	NOMINATING/ SCHOLARSHIP	PERSONNEL	BUILDING/ GROUNDS	WORSHIP	
CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	
Al Simbritz	Marilyn Taylor	Bill Crawford	Laura South	Dave Heaton	Donna Berger	Bob Hochstuhl	Bill Faust	Al Simbritz	Ernie Kabath	Sandy Hicks	
John Creswell							Donna Berger (Fill in)	John Creswell			
Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	
Managing Church finances, overseeing budget, & financial matters using acceptable & auditable accounting practices.	Planning & coordinating the distribution of: Easter, Thanks-giving, Christmas food, Care kits for LAHIA & Vets, & Back-to-School supplies and Heart Sunday events. Mailing cards to home-bound & college students. Serving refreshments after memorial services.	Planning & coordinating Sunday school, Bible study classes, teachers, & curriculum. Oversees nursery, & Youth group's activities, trips, & fundraisers.	Planning & coordinating all church lunches, dinners, annual picnic, all trips, special events, & fellowship hour to promote fellowship opportunities in the church.	Endowment Fund	Ensures that the Church is advertised & promoted in the community. Membership recruiting & coordination of new members joining the church, including taking new members' pictures. Delivering altar flowers to ill or homebound members, coordinating sale of ornaments. Oversees photo directory.	Planning & coordinating local, regional, or international mission trips. Distributes budgeted & non budgeted funds to various local, national, & international missions. Coordinates all speakers for Moment for Mission & plans Missions Dinner.	<u>Nominating:</u> Rcvs nominations for new Elders & presents them to the congregation at Nov. meeting. <u>Scholarship:</u> Rcvs, reviews, & distributes awards for the Burg & Dr. Mac Scholarship funds. Presents scholarships to recipients at their schools, plans & presents awards on Scholarship Sunday.	Care of all staff personnel. Coordination of annual staff evaluations, staff job descriptions, hours, vacations, salary, bonuses, & grievances.	Plans, coordinates, & executes maintainence & repair of church building, education building & upkeep of grounds. Supervises of & approval of use of church buildings & grounds, church keys.	Plans, coordinates, & executes all special services. Coordinates Altar Guild, Liturgist, Ushers & Greeters, & Acolytes. Maintains all sanctuary & communion supplies, palm crosses, candles, pencils, pads, etc. Opens & Closes Sanctuary for services. Decorates church for special occasions.	
Rev 12/7/16	Investment Committee - David Heaton 283-4902 Clerk of Council - Jane Logan 485-5503			Presbyterian Women - Annetta Rosato 286-0127 Treasurer - Sandy Hicks 283-8931							

**PEACE PRESBYTERIAN CHURCH
ELDER CHART OF RESPONSIBILITIES**

2018		2019				2020				
WILLIAM CRAWFORD	288-4899				DAVID HEATON	283-4902	DONNA BERGER	286-4718		
					SANDRA HICKS	283-8931	RICK CHALKER	219-5937		
					ROBERT HOCHSTUHL	201-341-7608	JOHN CRESWELL	781-4588		
					LAURA SOUTH	283-7243	ERNEST KABATH	283-9691		
							NANCY NEILD	287-4159		
FINANCE/ STEWARDSHIP	CARE/NURTURE	CHRISTIAN EDUCATION	CREATIVE FELLOWSHIP	INVESTMENT	MEMBERSHIP OUTREACH	MISSION	NOMINATING/ SCHOLARSHIP	PERSONNEL	BUILDING/ GROUNDS	WORSHIP
CHAIR: JOHN CRESWELL	CHAIR: NANCY NEILD	CHAIR: BILL CRAWFORD	CHAIR: LAURA SOUTH	CHAIR: DAVID HEATON	CHAIR: DONNA BERGER	CHAIR: BOB HOCHSTUHL	CHAIR: RICK CHALKER	CHAIR: JOHN CRESWELL	CHAIR: ERNIE KABATH	CHAIR: SANDY HICKS
CHAIR: BOB HOCHSTUHL								Bill Crawford		
FINANCE:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:
Managing Church finances, overseeing budget, & financial matters using acceptable & auditable accounting practices.	Planning & coordinating the distribution of: Easter, Thanks-giving, Christmas food, Care kits for LAHIA & Vets, & Back-to-School supplies and Heart Sunday events. Mailing cards to home-bound & college students. Serving refreshments after memorial services.	Planning & coordinating Sunday school, Bible study classes, teachers, & curriculum. Oversees nursery, & Youth group's activities, trips, & fundraisers.	Planning & coordinating all church lunches, dinners, annual picnic, all trips, special events, & fellowship hour to promote fellowship opportunities in the church.	Invests & Manages funds donated by church members & or their estates that are designated to the Peace Church Endowment Fund in conjunction with Ameriprise Financial advisor Jeffrey Christopher. This Committee meets quarterly & reports to the church council & the Finance Committee monthly.	Ensures that the Church is advertised & promoted in the community. Membership recruiting & coordination of new members joining the church, including taking new members' pictures. Delivering altar flowers to ill or homebound members, coordinating sale of ornaments. Oversees photo directory.	Planning & coordinating local, regional, or international mission trips. Distributes budgeted & non budgeted funds to various local, national, & international missions. Coordinates all speakers for Moment for Mission & plans Missions Dinner.	<u>Nominating:</u> Rcvs nominations for new Elders & presents them to the congregation at Nov. meeting. <u>Scholarship:</u> Rcvs, reviews, & distributes awards for the Burg & Dr. Mac Scholarship funds. Presents scholarships to recipients at their schools, plans & presents awards on Scholarship Sunday.	Care of all staff personnel. Coordination of annual staff evaluations, staff job descriptions, hours, vacations, salary, bonuses, & grievances.	Plans, coordinates, & executes maintenance & repair of church building, education building & upkeep of grounds. Supervises custodian, use of & approval of use of church buildings & grounds, church keys.	Plans, coordinates, & executes all special services. Coordinates Altar Guild, Liturgist, Ushers & Greeters, & Acolytes. Maintains all sanctuary & communion supplies, palm crosses, candles, pencils, pads, etc. Opens & Closes Sanctuary for services. Decorates church for special occasions.
Rev 1/9/18	Investment Committee - David Heaton 283-4902 Clerk of Council - Jane Logan 485-5503				Presbyterian Women - Annetta Rosato 286-0127 Treasurer - Sandy Hicks 283-8931					

2019				
WILLIAM CRAWFORD		288-4899		
DAVID HEATON		283-4902		
SANDRA HICKS		283-8931		
ROBERT HOCHSTUHL		201-341-7608		
LAURA SOUTH		283-7243		
		CHRISTIAN EDUCATION	CREATIVE FELLOWSHIP	INVESTMENT
FINANCE	CARE/NURTURE			
CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:
JOHN CRESWELL	NANCY NEILD	BILL CRAWFORD	LAURA SOUTH	DAVID HEATON
Duties:	Duties:	Duties:	Duties:	Duties:
Managing	Planning &	Planning &	Planning &	Invests & Manages
Church finances,	coordinating the	coordinating	coordinating all	funds donated by

overseeing	distribution of:	Sunday school,	church lunches,	church members &
budget, &	Easter, Thanks-	Bible study	dinner, annual	or their estates that
financial matters	giving, Christmas	classes, teachers,	picnic, all trips,	are designated to
using	food, Care kits for	& curriculum.	special events,	the Peace Church
acceptable &	LAHIA & Vets,	Oversees nursery,	& fellowship	Endowment Fund
auditable	& Back-to-School	& Youth group's	hour	in conjunction with
accounting	supplies and	activities, trips, &	to promote	Ameriprise
practices.	Heart Sunday	fundraisers.	fellowship	Financial advisor
	events. Mailing	Plans, coordinates,	opportunities in	Jeffrey Christopher.
	cards to home-	& presents	the church.	This Committee
	bound & college	Salerno Bay Manor		meets quarterly &
	students. Serving	Praise & Worship		reports to the
	refreshments	Service Sun/Thu		church council &
	after memorial			the Finance
	services.			Committee monthly.
Rev 11/1/18	Investment Committee - David Heaton 283-4902			
	Clerk of Session- Jane Logan 485-5503			

PEACE PRESBYTERIAN CHURCH

ELDER CHART OF RESPONSIBILITIES

2020			20	
DONNA BERGER		286-4718		
RICHARD CHALKER		219-5937		
JOHN CRESWELL		781-4588		
ERNEST KABATH		283-9691		
NANCY NEILD		287-4159		
MEMBERSHIP		NOMINATING/		
OUTREACH	MISSION	SCHOLARSHIP	PERSONNEL	STEWARDSHIP
CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:
DONNA BERGER	BOB HOCHSTUHL	RICK CHALKER	JOHN CRESWELL	BOB HOCHSTUHL
			Bill Crawford	
Duties:	Duties:	Duties:	Duties:	Duties:
Ensures that the	Planning &	<u>Nominating:</u> Rcvs	Care of all staff	Planning &
Church is	coordinating	nominations for	personnel.	Coordinating the

advertised & promoted in the community.	local, regional, or international mission trips.	new Elders & presents them to the congregation at Nov. meeting.	Coordination of annual staff evaluations, staff job descriptions, hours, vacations, salary, bonuses, & grievances.	Annual Stewardship Campaign.
Membership recruiting & coordination of new members joining the church, including taking new members' pictures.	Distributes budgeted & non budgeted funds to various local, national, & international missions.	<u>Scholarship: Rcv</u> s, reviews, & distributes awards for the Burg & Dr. Mac Scholarship funds. Presents scholarships to recipients at their schools, plans & presents awards on Scholarship Sunday.		Maintaining members offering envelopes, pledge cards, & counting offerings.
Delivering altar flowers to ill or homebound members, coordinating sale of ornaments.	Coordinates all speakers for Moment for Mission & plans Missions Dinner.			Coordinates with Clerk of Session to remove inactive members from church rolls.
Oversees photo directory.				
Presbyterian Women - Annetta Rosato 286-0127				
Treasurer - Sandy Hicks 283-8931				

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BUILDING/ GROUNDS	WORSHIP		
CHAIR: ERNIE KABATH	CHAIR: SANDY HICKS		
Duties:	Duties:		
Plans,	Plans,		
coordinates, &	coordinates, &		

executes	executes		
maintenance &	all special services.		
repair of church	Coordinates		
building,	Altar Guild,		
education	Liturgist, Ushers		
building & upkeep	& Greeters, &		
of grounds.	Acolytes.		
Supervises	Maintains all		
custodian, use	sanctuary &		
of & approval	communion		
of use of church	supplies, palm		
buildings &	crosses, candles,		
grounds, church	pencils, pads, etc.		
keys.	Opens & Closes		
Works with Property	Sanctuary for		
Manager on	services.		
coordination of	Decorates church		
facility maintenance	for special		
	occasions.		