

PEACE PRESBYTERIAN CHURCH

Elder Chart of Responsibilities

2023	2024	2025
DAVID HEATON MARY LERSCH NANCY NEILD PENN SHADE	DONNA BERGER WILLIAM "BILL" FITCHETT PETER HAUTH	ERNIE KABATH ANN ROYER WILLIAM "BILL" SOUTH 283-7243
		Home

FINANCE & STEWARDSHIP	CARE & NURTURE	CHRISTIAN EDUCATION	CREATIVE FELLOWSHIP	FACILITIES	INVESTMENT	MEMBERSHIP OUTREACH	MISSION	NOMINATING/ SCHOLARSHIP	PERSONNEL	WORSHIP
CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:	CHAIR:
Ernie Kabath	Nancy Neild	Donna Berger	Bill South	Bill Fitchett	David Heaton	Mary Lersch	Peter Hauth	Penn Shade	Penn Shade	Ann Royer
Finance Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:	Duties:
Managing church finances, oversees budget & financial matters using acceptable & auditable accounting practices. Stewardship Duties: Plan & coordinate annual stewardship campaign. Maintain offering envelopes, pledge cards. Recruits, trains, & coordinates offering counters, counts all offerings, makes deposits, reports to bookkeeper. Coordinates with Clerk of Session & Office Admin. to remove inactive members from church rolls.	Planning & coordinating the distribution of: Easter, Thanks-giving, Christmas food, Care kits for homeless & Veterans, 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 with Sunday school supervisor.	Plan & coordinate all church lunches, dinners, annual picnic, all trips, special events, & coffee fellowship to promote fellowship opportunities in the church.	Plans, coordinates, & executes maintenance, & repairs of both church buildings & upkeep of facilities. Supervises & approves use of church buildings, grounds, & church keys.	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. 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.	Nominating: Rcvs nominations for new Elders & presents them to the congregation at Nov. meeting. Scholarship: 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 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.
	Clerk of Session- Jane Logan				Presbyterian Women - Annetta Rosato				Treasurer - Sandy Hicks	

Rev 1/5/23 msf