

Officer Roles & Responsibilities

Elders

The session consists of 9 elders, elected to 3-year terms.

Every congregation is governed by its Session of the elders duly elected by and from the covenant partners of the congregation, along with the congregation's installed pastors and associate pastors.

The session has responsibility and authority for governing the congregation and guiding its mission for Christ in the world. In the Reformed tradition the marks of the church are the proclamation of the Word, the Sacraments rightly celebrated, and the exercise of discipline.

Elders are given authority and responsibility, along with pastors, to oversee the spiritual health of the congregation as well as the congregation's faithfulness to God's mission. Elders may also be asked to preach and teach. Elders shall be elected by the congregation.

Session meetings are once a month for about 3 hours. Additionally, elders may serve on or chair other committees in the church, attend presbytery meetings and serve in presbytery or synod structures.

Elders are expected to serve communion regularly, take out diaspora communion as scheduled, and be prepared to pray with and for people in any setting which calls for prayer.

All new officers (Elders, Deacons, and CNC members) will participate in a 3-4 session new officer training in October and November.

Deacons

Deacons are elected to a 3-year term.

The Deacon Board consists of about 18 deacons called from the congregation. Deacons will serve in the ministries of Congregational Care (funerals and Diaspora Communion) and Sunday morning services (facilitating worship services and connecting with attendees). Deacons will receive on-the-job training during their 3-year term, preparing them for Christian leadership in the church and the community.

Deacons will commit to:

- Meet one evening a month for 2 hours for training and planning.
- Serve on Sunday mornings 2-3 services per month on average.
- Serve with Congregational Care ministries as needed.
- Participate in two annual leadership retreats (a weekend retreat in mid-January and a half-day retreat on a Saturday in June).

All new officers (Elders, Deacons, and CNC members) will participate in a 3-4 session new officer training in October and November. New deacons will be ordained and/or installed on a Sunday

morning in January. One deacon each year will serve on the Congregational Nominating Committee, which meets from about March through October.

Three third-year deacons will serve as Moderator, Treasurer and Secretary of the Deacon Board. Three second-year deacons will serve as Vice-Moderator, Vice-Treasurer, and Vice-Secretary. The following year they will serve in the roles of Moderator, Treasurer and Secretary.

Trustee Administrators

Trustee Administrators serve a 5-year term.

Trustee Administrators are corporate officers charged with oversight of the CHPC endowment fund; they meet periodically with the other Trustee Administrators to discuss and implement the following:

- Monitor the management, investment, and disbursement of Endowment funds against established guidelines through an investment management firm.
- Generate creative and proactive ideas for investment growth.
- Review Session requests for allocations against established guidelines.
- Educate congregation members concerning giving opportunities through wills, etc.

Experience and knowledge from backgrounds such as Investment counselor or financial advisor; CPA; Lawyer; Real estate; Insurance; Building and property maintenance may be helpful but is not required.

Desirable qualities and characteristics include a heart for missions; analytical; practical; tactful; mature judgment.

Congregational Nominating Committee (CNC)

The CNC serves a one-year term. 5 members are elected each year from the congregation. The session will designate 2 members, one who shall be Chair and the other Vice-Chair of the committee. Deacons will designate 1 member.

CNC meets from March to October to gather names of suggested candidates for church office from the congregation, then uses a process of Holy Spirit-led discernment to select the number of candidates needed for each office and to present this slate of nominees to the congregation for election at the Annual Meeting in October. The number, frequency and manner of meetings is up to the committee to determine according to their needs and preferences. The work of the committee will also involve individual members talking to potential candidates and smaller groups of the committee meeting with and interviewing candidates.

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