

PEACE PRESBYTERIAN CHURCH

Local Missions Elder – Ministry Description

A member of
THE MISSION & OUTREACH COMMITTEE
“Joining in God’s Work in Our World”

"The purposes of the **Mission & Outreach Committee** are to partner with Jesus in reaching out to others with the love and grace of God, and to bring hope and healing to broken hearts and places, working on behalf of the poor, vulnerable, and needy, and responding to the social issues, problems and needs of our local community."

ELDER FOCUS: Mission and Service to, with, and for our local community

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
- Be prepared for each meeting by completing your assignments
- Communicate clearly with committee chair regarding all expenditures (budget and designated funds)
- Be a role model for other committee members regarding meeting attendance, fulfillment of responsibilities, and following the principles and ground rules of the committee’s community covenant
- Serve as a Shepherd to one of the twelve shepherding groups from the congregation; caring for them, checking-in with them, and keeping them informed with regular updates.
- Be responsible for writing the Shepherd Update for the session once a year.
- Serve as a Greeter/Usher for at least one month each year.
- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Community Food Banks
- Community Shelter Meals
- Operation In-As-Much
- Moments for Mission
- American Red Cross Blood Drives
- Local Service
- Emergency Relief

PEACE PRESBYTERIAN CHURCH

International Missions Elder – Ministry Description

A member of
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“Joining in God’s Work in Our World”

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ELDER FOCUS: Mission and Outreach that extends beyond our local community

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
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AREAS OF RESPONSIBILITY:

- Mission & Outreach Fundraisers
- International Refugee Ministries
- International Missionary Support
- International Mission Trips
- Rise Against Hunger – Meal Packaging Event
- Ulster Project

PEACE PRESBYTERIAN CHURCH

Outreach Elder – Ministry Description

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ELDER FOCUS: Finding ways our congregation can reach out to the community and help our community understand and connect with God’s work through Peace

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AREAS OF RESPONSIBILITY:

- Mission Fundraisers and Special Collections (Annual Yard Sale, Fair Trade Sale, One Great Hour of Sharing, Christmas Joy Offering, etc.)
- Medical Intern/Resident Outreach, Welcome and Inclusion
- Evangelism Training
- Social Media and Website Outreach
- Local Advertising

PEACE PRESBYTERIAN CHURCH

Youth Ministries Elder – Ministry Description

A member of
THE SPIRITUAL LIFE COMMITTEE
“Growing in Faith and Love for God”

"The purposes of the **Spiritual Life Committee** are to plan, organize and provide opportunities, programs, activities and events that nurture the spiritual life of our church family, lead us to deeper faith, shape us as disciples of Jesus Christ, and enable us to worship God."

ELDER FOCUS: Ministries with middle school and high school aged young people

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
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- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Confirmation
- Sunday School – Youth (Sunday mornings)
- Summer Camps (Albemarle, Montreat, etc.)
- Retreats
- Lock-Ins
- Mission Projects/Mission Trips
- Peace Presbyterian Youth Connection (Sunday evening youth group)
- Youth Sunday
- Special Outings
- Volunteer recruitment and organization

PEACE PRESBYTERIAN CHURCH

Adult & Children's Ministries Elder – Ministry Description

A member of
THE SPIRITUAL LIFE COMMITTEE
"Growing in Faith and Love for God"

"The purposes of the **Spiritual Life Committee** are to plan, organize and provide opportunities, programs, activities and events that nurture the spiritual life of our church family, lead us to deeper faith, shape us as disciples of Jesus Christ, and enable us to worship God."

ELDER FOCUS: Christian education ministries with children and adults

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
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AREAS OF RESPONSIBILITY:

- Vacation Bible School
- Sunday School – Faith Trek
- Sunday School – Adults
- Adult Bible Studies
- Church Library
- Children's Activity Time
- Children's Worship Bags
- Nursery Care

PEACE PRESBYTERIAN CHURCH

Worship Ministries Elder – Ministry Description

A member of
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"Growing in Faith and Love for God"

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ELDER FOCUS: Ministries and volunteers that assist in facilitating worship

EXPECTATIONS:

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AREAS OF RESPONSIBILITY:

- Ushers/Greeters
- Baptismal Font Care
- Artists Guild
- Wedding Guild
- Communion Preparation
- Sanctuary Décor
- Pew Care Team
- Communion Servers
- Lay Readers Rotation
- Sound Team Rotation
- Music Ministries
- Special Services

PEACE PRESBYTERIAN CHURCH

Personnel Elder – Ministry Description

A member of
THE ADMINISTRATION COMMITTEE
“Helping Us Be Good Stewards of our Resources”

"The purposes of the **Administration Committee** are to help us manage our resources effectively (personnel, property, and finances) and to help the congregation be good stewards of all the gifts with which God has blessed us."

ELDER FOCUS: Stewardship of Volunteers and Staff

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
- Be prepared for each meeting by completing your assignments
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- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Annual Staff Performance Evaluations
- Policy and Procedure Manuals
- Volunteer Background Checks
- Safe Places Policy
- New Staff Orientation
- Vacation and Study Leave Tracking

PEACE PRESBYTERIAN CHURCH

Buildings & Grounds Elder – Ministry Description

A member of
THE ADMINISTRATION COMMITTEE
“Helping Us Be Good Stewards of our Resources”

"The purposes of the **Administration Committee** are to help us manage our resources effectively (personnel, property, and finances) and to help the congregation be good stewards of all the gifts with which God has blessed us."

ELDER FOCUS: Stewardship of Buildings and Property

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
- Be prepared for each meeting by completing your assignments
- Communicate clearly with committee chair regarding all expenditures (budget and designated funds)
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- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Building Maintenance
- Housekeeping/Cleaning
- Fall Yard Cleanup
- Spring Yard Cleanup
- Grass Mowing Crew
- Bush Trimming Crew
- Building Use Requests
- Building and Property Improvements

PEACE PRESBYTERIAN CHURCH

Finance & Stewardship Elder – Ministry Description

A member of
THE ADMINISTRATION COMMITTEE
“Helping Us Be Good Stewards of our Resources”

"The purposes of the **Administration Committee** are to help us manage our resources effectively (personnel, property, and finances) and to help the congregation be good stewards of all the gifts with which God has blessed us."

ELDER FOCUS: Stewardship of Financial Resources

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
- Be prepared for each meeting by completing your assignments
- Communicate clearly with committee chair regarding all expenditures (budget and designated funds)
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- Serve as a Greeter/Usher for at least one month each year.
- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Annual Budget
- Annual Stewardship Campaign
- Capital Campaign
- Stewardship Education
- Property and Liability Insurance
- Annual Audit
- Check Signers
- Money Counters

PEACE PRESBYTERIAN CHURCH

Care Ministries Elder – Ministry Description

A member of
THE CARE & CONNECTION COMMITTEE
“Reaching Out with God’s Love”

"The purposes of the **Care & Connection Committee** are to ensure that opportunities, programs, activities, and events that foster and encourage growing relationships among those connected to Peace are planned and organized and to enable, equip and encourage us to truly care for members of our church family, especially during the more challenging and delicate times of life."

ELDER FOCUS: Ministries of caring within our congregation

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
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AREAS OF RESPONSIBILITY:

- Memorial Receptions
- Extended Communion
- Visitation
- Letters of Care and Compassion
- Prayer Bookmarks
- Letter Writing Ministry
- Meals for members

PEACE PRESBYTERIAN CHURCH

Membership Elder – Ministry Description

A member of
THE CARE & CONNECTION COMMITTEE
“Reaching Out with God’s Love”

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ELDER FOCUS: Helping visitors, members and other participants remain connected to Peace

EXPECTATIONS:

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- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Member & Visitor Tracking
- Church Database Maintenance
- Church Directory
- Visitor Gifts & Information Outreach
- Exploring Church Membership Lunch/New Member Class

PEACE PRESBYTERIAN CHURCH

Fellowship Elder – Ministry Description

A member of
THE CARE & CONNECTION COMMITTEE
“Reaching Out with God’s Love”

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ELDER FOCUS: Organize opportunities for our congregation to enjoy times of fellowship with one another

EXPECTATIONS:

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- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Third Sunday Gatherings
- Special Events: Coffee Houses, Game Nights, Cookies and Caroling with Santa
- Church Fellowship Group Support: Supper Clubs, Peaceful Seniors, Lunch Bunch, After Church Meals