



HOUSE OF HOPE
PRESBYTERIAN CHURCH

Organizational Manual

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Foreword

Purpose of this Manual: The purpose of this Organization Manual is to make the work of House of Hope congregation and its leadership more efficient. It is intended to be a reference that meets most of the organizational needs of the Session, Board of Deacons, Board of Trustees, church organizations and the professional staff that works with them.

Responsibility for this Manual: It is the responsibility of the Session to keep this Organizational Manual updated and to approve recommended changes. The Session does this in full and careful consultation with other boards, organizations and staff members. It seeks to make changes insofar as possible with the consensus of all parties affected by changes in policies and procedures. Once approved, this Manual and its subsequent changes become the operating policy of the House of Hope Presbyterian Church.

Recommendations for Change: This Organizational Manual is intended to be a “living document” which will require frequent modification as the needs of our congregation and its constituent organizations change. Changes to the organization of various boards, committees, task forces and organizations within the House of Hope congregation and other provisions of this Organizational Manual can be suggested by submitting them in writing to the Clerk of Session. Session is responsible for approving all changes. The Budget Committee is responsible for facilitating changes to the manual. The Deputy Clerk of Session will annually review the organizational manual for presentation at the April Budget Committee meeting.

Organizational Overview

The task of organizing the work of the House of Hope Presbyterian Church is divided among its three elected boards, nominees to which are selected by the Nominating Committee and elected by the congregation. The Session is organized into committees whose membership is variously comprised of elders, trustees, deacons and congregational members. The Budget Committee with representation from all three boards serves as a coordinating committee. The Board of Trustees and the Board of Deacons are also divided into committees, which may include congregational members on an as-needed basis. The duties and responsibilities of these boards and their constituent committees are outlined in the sections dealing with each.

All boards, organizations and other groups active within the House of Hope congregation are accountable to the Session. This accountability may be direct, as in the case of the Board of Trustees and the Board of Deacons or indirect through a Session committee, the Board of Trustees or the Board of Deacons, Commissions, Task Forces, Work Groups and Issue or Interest Groups. These accountability relationships are shown below.

SESSION

Composition

33 Elders
Pastors

Session Officers

Moderator (Pastor)
Clerk of Session, ex officio on all committees
Deputy Clerk of Session
Treasurer (Nominated by the Board of Trustees)

***Note:** Clerk and Deputy Clerk of Session may be elected by the Session from among elders not in active service. In such case, they participate fully in all Session business but serve without vote. They are not counted among the complement of 33 active members.*

Budget Committee

Clerk of Session, Chair
Deputy Clerk of Session
Immediate Previous Clerk of Session
Treasurer
Chair, House, Property and Insurance Committee
Chair, Mission Outreach Committee
Chair, Personnel Committee
Chair, Stewardship Committee
Moderator of Deacons
President of Trustees
Vice President of Trustees
Committee chairs as needed

Reporting Elements

Trustee Policies needing Session approval including:
Facility Use Policy
Gift Acceptance Policy
Investment Management Policy
Memorial Garden Policy
Policy for Use of the Endowment Fund
Statement of Purpose of Endowment Fund

Adult Ministry Committee

Elders (4)
Congregational (8)

Reporting Elements

Bible Classes
Book Clubs and Literature Events
Didier Seminar
Library Committee
Men's Fellowship and Programs
Seminary Students
Sunday Enrichment
Wednesday In-depth
Women's Fellowship and Programs
Young Adults

Arts Committee

Elders (2)
Congregational (6)

Reporting Elements

Art and artifacts in the County Archives
Art and Sculpture
Interior decoration of the church
Restricted Endowment Arts Memorial Fund
Church Plantings
Cloister Gallery shows

Children and Family Ministry Committee

Elders (3)
Congregational (6)

Reporting Elements

Children's Christian Education Program
Family Ministry
Nursery Care
Tween's Ministry

Long-Range Planning Committee

Pastor

Director of Administration
Clerk of Session
Deputy Clerk of Session
Treasurer
President of Trustees
Moderator of Deacons
Committee Chairs as needed
Congregational Members as needed and at discretion of Pastor

Membership Development Committee

Elders (3)
Deacons (2) (from Deacons New Member Committee and Social Events chair)
Congregational (4)

Reporting Elements

Deacons New Member Committee
Life Groups

Mission Outreach Committee

Elders (3)
Deacons (2)
Congregational (4)

Reporting Elements

Bash!
Christmas Sponsor-A-Family
Food Shelf Garden
Funding for Community Service
Habitat for Humanity
Loaves and Fishes
MOADY
Project Home
Prior Crossing
Houses of Hope Restricted
Scholarships – Van Dyke

Peace and Justice Committee

Pastor
Elders (3)

Congregational members (as needed)

Reporting Elements

Local portion of the Peace Offering

Personnel Committee

Pastor

Director of Administration

Elders (3)

Trustees (3)

Congregational (3) (selected only from among retired Elders and Trustees)

Stewardship Committee

Elders (4)

Deacons (2) (from Deacons Congregational Care Committee)

Trustees (2)

Congregational (6)

Worship, Sacraments and Music Committee

Elders (3)

Deacon (1) (ushering liaison)

Congregational (4)

Reporting Elements

Bell Choir

Carillon

Chapel Concert Series

Choir School

Communion Guild

Motet Choir

Special Concerts/The Singers

Special Worship Services

Wedding Policy

Restricted Funds

Mairs

McMillan

Meyers

Weyerhaeuser

Baptism Policy

Funeral Policy

Youth Ministry Committee

Elders (3)

Youth Deacons (2)

Congregational (4)

Reporting Elements

Acolytes

College Students

Confirmands

Middle school and high school youth

Tween's Ministry

Youth Elders and deacons

DEACONS

Composition

60 Deacons (3-year regular term)

4 (or less) Youth Deacons (1- year term)

Associate Pastor for Congregational Care and Development to act as advisor

Deacon Officers

Moderator

Vice Moderator (Session Liaison)

Secretary

Responsibilities

Neighborhood Ministry

Social Events

Ushering Teams

Funeral Services

Other Committee Opportunity

Deacon New Members

Intercessors Guild

Serve on a Session Committee

Other Ministries

Stephen Ministry

Caring Visitor

TRUSTEES

Composition

12 Trustees

Trustee Officers

President
Vice President
Secretary
Legal Counsel
Treasurer
Director of Administration

Endowment Gift Committee

Trustees (3)
Elders (1)
Congregational (3 - 5)

Reporting Elements

Gift Acceptance Policy
Policy for Use of the Endowment fund
Statement of Purpose of Endowment Fund

House, Property and Insurance Committee

Director of Administration
Facility Manager
Trustees (4)
Congregational (as needed)

Reporting Elements

Facility Use Policy
Hard Hats
Memorial Garden Policy

Investment and Audit Committee

Trustees (4)
Congregational (as needed)

Reporting Elements

Bank Crew
Investment Management Policy

Note: *The number of Trustees assigned to each committee is the minimum number to operate the committee effectively. Additional Trustees or congregational members may be assigned as needed.*

Nominating Committee

(*Book of Order*, G-2.0401, 0404)
(*Bylaws*, Art IV)

Purpose: Provide annually a slate of nominees to the congregation for elected offices and positions and when needed prepare a slate of nominees for pastoral nominating committees.

Composition: Nine members: Deputy Clerk of Session serves as chair with five members of the congregation elected at the annual meeting, the Vice-moderator of Deacons, a trustee and elder elected by those boards, and all pastors ex-officio. No unelected person may serve on the committee. Unexpected circumstances (resignation or move out of area, etc.) may dictate an exception to this policy. Upon consultation with the senior pastor and chair of nominating committee, a replacement will be sought to fill the vacancy and an announcement made to the congregation.

Responsibilities:

1. Receive, screen, select and nominate to the congregation a slate of officers to serve as Elders, Trustees, Deacons and congregationally elected members of the Nominating Committee.
2. Select and nominate to the congregation for its election a slate of members to comprise a Pastor Nominating Committee or Associate Pastor Nominating Committee (search committee) when necessary.
3. Supervise the election process at congregational meetings.

Guidelines:

1. All nominating procedures are subject to the *Book of Order* principles of participation and representation. Nominees will be comprised of both men and women in balance as near as the availability of candidates and needs of the boards for special talents and skills will permit. Fair opportunities to serve will be afforded all racial and ethnic members of the congregation.
2. At the beginning of the process the Deputy Clerk should ascertain if there are additional vacancies that need to be filled on any of the Boards.
3. According to the By-laws of the church Elders, Trustees and Deacons serve for three years and may not serve for more than four consecutive years but may be re-elected after first taking a year off.
4. The Nominating Committee process and time benchmarks is as follows:
 - a. An organizational meeting will be held in the summer with regular meetings beginning in September. An every two weeks meeting schedule has been found to be useful.
 - b. The congregation will be solicited to provide nominees for all offices with announcements in the various church publications during the month of September. The committee should decide on the use of a nomination brochure.
 - c. A pool of nominees will be made known to the pastor by the end of October for the purposes of pastoral consultation and advice.

- d. The nomination slate should be published in the church bulletin on the two Sundays before the congregational meeting in February.
 - e. Session should be advised of the slate in the regular report of the Deputy Clerk.
 - f. Care should be taken with electronic communications among the committee to not use full names or discussion of candidate qualifications.
 - g. A Nominating Handbook will be prepared by church support staff for the first meeting. This will include a chart showing the years of service by members on the three boards and the Nominating Committee going back ten years.
5. The committee will determine the exact number of positions to be filled in consultation with the Session, Board of Trustees and Board of Deacons. The By-laws call for equal classes as far as is possible with a class being 11 Elders, four Trustees and 20 Deacons.
 6. As a guideline, it is desirable that at least one third of the nominees for a particular board will have prior experience in that office (experience in the same office in another Presbyterian Church will be recognized for this purpose) and one third will be new. The remaining one third may be either new or experienced in that office. The Nominating Committee may deviate from this guideline based on the pool of potential nominees in a particular year.
 7. Members of the Nominating Committee will generally not be nominated to serve in any elected office the following year. Unusual circumstances may dictate exceptions to this policy.
 8. Only one member per family unit (husband, wife or partners) will serve on the same board at a time.
 9. Congregational members of the committees of all boards should be reviewed annually and considered as prime candidates for upcoming officer positions on those respective boards.
 10. Each nominee will be contacted to determine a willingness to serve.
 11. While nominees from the floor at congregational meetings are always in order, attempts will be made in the case of floor nominations to ensure that these same standards are met and that the nominee is willing to serve.
 12. The following are non-binding guidelines to be applied at the Committee's discretion:
 - a. Membership at House of Hope Presbyterian Church for one year.
 - b. Attendance at worship services.
 - c. Participation in the church's stewardship programs either financially or through service to the congregation or community.

Staff: Primary – Pastor; Secondary: Associate Pastors. The Director of Administration shall designate adequate support staff for the committees work.

The Session

(Book of Order, G-2.03, G-3.01)

(Bylaws, Art V)

Purpose Provide spiritual leadership, conduct short- and long-term planning, determine goals and policies, conduct current operations, and provide resources to meet the congregation's needs.

Qualifications of Elders (G-2.031) "...persons of wisdom and maturity of faith having demonstrated skills in leadership and being compassionate in spirit."

Responsibilities of the Session (G-3.0201)

The Session is responsible for the mission and operation of House of Hope. To meet this charge, it has the following responsibilities and powers. It fulfills these responsibilities either through direct action or through delegation of authority to other boards, organizations and task forces within the church.

Spiritual Life

1. Provide for worship.
2. Provide opportunities for evangelism.
3. Receive members into the church.
4. Lead the congregation in mission work.
5. Distribute mission outreach grants and account to the church for their use.
6. Lead the congregation to discover God's hand in the world and plan for change, renewal and reformation.

Congregational Life

7. Provide for the growth of members through:
 - a. Personal and pastoral care.
 - b. Education programs, including the church school.
 - c. Sharing in fellowship and mutual support.
 - d. Opportunities for witness and service.
8. Lead the congregation in personal and social healing ministries and in community reconciliation.

Administrative Functions

9. Challenge the congregation to stewardship and use the resources raised appropriately.
10. Establish an annual budget and take offerings for Christian purposes.
11. Instruct, examine, ordain, install and welcome Elders and Deacons on their election.
12. Delegate to and supervise the work of the Board of Deacons and Board of Trustees and all other organizations and task forces in the congregation, providing for support, report, review and control.

13. Provide for the administration of the church programs and staff.
14. Establish policies as needed.
15. Maintain continuing relations with presbytery and synod.
16. Establish and maintain local ecumenical relationships.
17. Serve in judicial matters according to the *Rules of Discipline*.
18. Keep accurate rolls of the church membership.

Session-Staff Relationship

The Session has the responsibility to set policies and operate programs to support the mission of the congregation. It is supported in its responsibilities by the church staff, which includes clergy, professional and paraprofessional members. The church staff provides creative energy, guidance, counsel and support to the Session and other boards and organizations in carrying out duties and responsibilities. The church staff bears the burden of carrying out many of the plans and programs selected by the boards. A spirit of mutual respect and cooperation characterizes the working relationship between our professional staff and lay leadership.

The work of the staff is directed by the pastor as head of staff. Several others among the church staff also supervise staff. In order to manage the work of the staff it is important that church officers understand the "chain of command" and the responsibilities of various staff members. It is important for our staff not to have too many people asking them to do things as this can sometimes lead to mixed or conflicting messages. Also for efficiency's sake it is not unusual for work to be re-arranged among the staff from time to time and for supervisors to prioritize tasks. For all these reasons it is best practice and a great and appreciated courtesy to check in with the supervisors noted above before asking a staff member to take on a non-routine or substantive task.

Calendar and Program Years

Most of our church programs operate on a planning year that begins in June and ends the following May. Therefore, Session committees that plan and administer church programs will operate essentially on the program year schedule.

Newly elected members of Session take office at the end of the May meeting (or when ordained and installed), which is a joint meeting of retiring and newly elected Session members. The June meeting is the first meeting of the newly constituted Session. The summer is a time for committees to plan and gear up for the coming program year, which begins in September.

However, the Budget committee will prepare a calendar year budget and the Trustees will continue to manage fiscal matters on a calendar year basis.

Annual Report

The annual report covers the program year of June - May and is prepared by the departing Session following the May meeting and distributed to the congregation on Rally Sunday in September. Committee chairs will be contacted when it is time to write their summary of the year's activities.

The annual report includes the following:

1. Matters relating to the spiritual welfare of the congregation.
2. The receipts and expenditures for the previous fiscal year, which shall be the calendar year.
3. The current year budget.
4. A balance sheet showing the assets and liabilities of the congregation, including all Endowment Funds at the end of the previous fiscal year.
5. New programs and activities undertaken for the welfare of the congregation.
6. The activities of the Session, the Board of Trustees, the Board of Deacons, and all other groups and organizations of the congregation.

The Annual Report is coordinated by the Budget Committee of Session, which will provide its format and process.

Meetings Regular meetings of the Session are held the third Tuesday of each month except July and August, unless circumstances warrant an alternate schedule. Special meetings may be called pursuant to the *Book of Order*. Regular meeting dates are published at the beginning of the operating year along with committee assignments for the devotional/prayer and meal responsibilities for the year.

Quorum A quorum exists when the Moderator and one third of the Elders are present.

Proxy Voting Proxy voting is not permitted

Joint Meetings

1. A joint meeting of the Session and the Board of Deacons will normally be held during the month of March to confer on matters of common interest, with the Moderator of Session presiding. The timing of this meeting may be adjusted by the pastor to accommodate any special activities or reporting which is current for the year. No binding decisions may be reached in such a joint meeting unless the Moderator of Session specifies that the consideration and voting on action is limited to the body with jurisdiction on the matter. The Board of Deacons will at this time report on its activities and plans and present matters of concern to the Session for consideration.

2. A joint meeting of the Session and the Board of Trustees will normally be held during the month of May to confer on matters of common interest, with the Moderator of Session presiding. The Board of Trustees will at this time present a report and assessment of the congregation's financial condition. It shall also present matters of concern to the Session for consideration. The timing of this meeting may be adjusted by the pastor to accommodate any special activities or reporting which is current for the year. No binding decisions may be reached in such a joint meeting unless the Moderator of Session specifies that the consideration and voting on action is limited to the body with jurisdiction on the matter.

Elder Duties

In addition to those duties described in the Book of Order, Elders at The House of Hope will:

1. Attend all Session meetings notifying the church office if unable to attend.
2. Review all materials sent in preparation for Session meetings.
3. Serve on at least one committee.
4. Attend the annual meeting to receive confirmands.
5. Attend one Presbytery meeting during their term of office.

Session Officers See Bylaws for terms of office and other special requirements.

The Session Officers are:

Moderator
Clerk of Session
Deputy Clerk of Session
Treasurer (nominated by Trustees)
Presbytery Commissioners

Moderator The Moderator of Session is the Pastor who shall preside at all meetings of the Session except when the *Book of Order* permits the Session to be convened in his or her absence.

Duties

1. Convene and adjourn the Session according to its rules and procedures.
2. Preside at meetings of the Session.
3. Serve *ex officio* on the Nominating Committee, Budget Committee, Board of Trustees, Board of Deacons and other committees as required.

Clerk of Session The Clerk of Session is by custom elected to a one-year term immediately following a term of office as Deputy Clerk of Session. By custom, the office of Clerk of Session is alternately filled by males and females. The Session may, if circumstances warrant, elect the Clerk of Session to a term of office of more than one year.

The Clerk of Session may be elected by the Session from among Elders not in active service. In such case, the Clerk participates fully in all Session business but serves without vote. When so elected, the Clerk is not counted among the complement of 33 active members.

Duties

1. Chair the Budget Committee and coordinate the work of Session on annual goals.
2. Serve as *Ex officio* member of all Session Committees.
3. Record and publish the transactions of the Session.
4. Keep the rolls of membership and record attendance of Elders at Session meetings.
5. Preserve Session records.
6. Provide extracts of Session records when required by another governing body of the church.
7. Meet with the staff three times per year as described elsewhere.

Deputy Clerk of Session The Deputy Clerk of Session is by custom elected to a one-year term of office in preparation for a term of office as Clerk of Session immediately following. By

custom, the office of Deputy Clerk of Session is alternately filled by males and females. The Session may, if circumstances warrant, elect the Deputy Clerk of Session to a term of office of more than one year.

The Deputy Clerk of Session may be elected by the Session from among Elders not in active service. In such case, the Deputy Clerk participates fully in all Session business but serves without vote. When so elected, the Deputy Clerk is not counted among the complement of 33 active members.

Duties

1. Act for the Clerk of Session in his/her absence.
2. Chair the Nominating Committee.
3. Serve as *Ex officio* member of all Session Committees.
4. Serve as a member of the Budget Committee.
5. Assist the Clerk of Session as needed.
6. Review and propose revisions of the organizational manual in the months preceding serving as Clerk of Session reporting and recommending changes in April.

Treasurer The Treasurer is nominated by the Trustees and elected by the Session at their May meeting to a one-year term of office. The candidate for Treasurer may or may not be a current officer of any of the boards, including the Board of Trustees.

Duties

1. Work under the supervision of the Board of Trustees in all matters concerning church finances.
2. Oversee the receipt and disbursement of all church funds.
3. Attend all meetings of the Board of Trustees.
4. Attend meetings of the Session as circumstances require.
5. Participate on the Budget Committee especially to advise on cash flow and financial transactions in general.
6. Meet (along with the Clerk and Trustee President) with the staff three times per year to monitor the budget and discuss operations of the church.

Presbytery Commissioners Commissioners to Presbytery will be elected by the Session at the May meeting. The Budget Committee will recommend to the Session elders to serve as commissioners as required by the Presbytery formula. Those nominated may be either elders in active service or “retired” elders. If elders in active service are elected, they serve as commissioners in addition to their current Session assignments. If “retired” elders are elected, they may attend Session meetings for the purposes of reporting on and discussing Presbytery-related business but participate without vote.

All serving elders may act as the commissioners to Presbytery. Elders on Session are asked to attend one Presbytery meeting during their term on session.

Coordination of Session Work

In order for Session to operate smoothly coordination and preparation are necessary. To achieve this coordination the following functional strategies are used:

1. The Budget Committee operates as the coordinating committee of Session and for the church in general because it has representation from staff, elders, trustees, deacons and the boards.
2. The Budget Committee meets each month on the third Monday and after the Board of Deacons and the Board of Trustees have met. This is the day before Session meets on the third Tuesday.
3. The Budget Committee meets after the 15th of the month so that staff have time to prepare a report on expenses and income from the previous month and a stewardship report. These timely reports are given to Session at their monthly meeting.
4. Proposals for new programs should be analyzed by the Budget Committee for impact on church revenues and expenses as expressed in the budget. The Budget Committee does not approve or dis-approve proposals but provides technical fiscal advice to Session on these proposals.
5. Committee chairs meet with the Budget Committee three times per year: in August to review the mid-year budget report and coordinate the upcoming program year, in November to prepare the new year's budget and in April to plan for the leadership transition and review budget performance.
6. The Clerk of Session, Trustee President and Treasurer meet with staff at their regular weekly meeting three times per year: in September to report on the mid-year budget review: in December to plan the new year's budget and in April to review the budget performance year to date and plan the leadership transition.
7. All formal actions of Session should be reviewed by the Budget Committee to determine if there is a need to describe the action in another document of the church such as a policy, the organizational manual including a committee description, a job description, the administrative procedures of the church, etc.

Session Committees

The Session Committees are:

Adult Ministry Committee
Arts Committee

Budget Committee
Children and Family Ministry Committee
Long-Range Planning Committee
Membership Development Committee
Mission Outreach Committee
Peace and Justice Committee
Personnel Committee
Stewardship Committee
Worship, Sacraments and Music Committee
Youth Ministry Committee

Composition Session committees are composed of elders in active service, trustees, deacons and congregational members. Specific committee membership is shown in the organization table and chart.

Guidelines

1. Committees are chaired by elders on Session.
2. All committee members, including deacons, trustees and congregational members, serve with vote on committee matters.
3. Major policy matters affecting committee affairs are referred to the Session for decision.

Responsibilities and Functions

1. Ensure that operating year programs under the committee's jurisdiction function in a manner that supports the mission of the church and meets the goals established by the Session.
2. Conduct planning year activities that support the church's work into the next year.
3. Research and prepare recommendations for changes in program policies for Session decision.
4. Provide funding for programs under the committee's jurisdiction through participation in the budget process.
5. Ensure that committee spending stays within established guidelines.
6. Provide for support, report, review and control of church organizations and activities assigned to the committee's jurisdiction.
7. Special functions of each committee are outlined in the committee pages below.

Duties of Committee Chairs

1. Normally serve for duration of term on Session.
2. Recruit congregational members for committee's complement by September 1st.
3. Establish a regular meeting time for the committee (ordinarily monthly) and begin each meeting with prayer.
4. Appoint a committee secretary to take meeting notes.
5. Establish a meeting agenda.
6. Prepare action items on matters needing referral to Session and submit them to the Budget Committee for review if the action involves new substantial expenditures.

7. Report to the Session as needed on the committee's work and on activities under the committee's jurisdiction.
8. Ensure that organizations under the committee's jurisdiction report annually to the Session on their work.
9. Oversee the expenditure of the budget items assigned to the committee.
10. Supervise the committee's budget-building process.
11. Attend the tri-annual meetings of the Budget Committee at which committee chairs participate.
12. Maintain a permanent file of relevant policies, Session actions, committee activities and programs to be passed on to a successor chair.
13. Manage webpage/file for the committee.

Single Committee Assignments Elders will normally be assigned to only one committee.

Committee Co-Chairs With the agreement of and at the recommendation of the Elder assigned as committee chair, a co-chair, who may or may not be an Elder, may be chosen by the committee membership. The duties of the committee chair may be divided between the chair and the co-chair.

Congregational Member Each Session committee has allocated a specific number of positions for members of the congregation who are not currently serving in elected office. Congregational members are recruited by committee chairs (with committee and staff assistance). Congregational members are appointed to serve on specific committees and generally serve on only one committee of any board at a time.

Eligibility Any member of the congregation not currently serving in an elected office is eligible to serve as a congregational member on any Session committee except Personnel (retired elders or trustees). Officers who have served on any committee are eligible to rejoin that same (or any other) committee in a congregational status and may do so immediately after ending their service in elected office. Session committee chairs are responsible for determining the composition of congregational members for their committee.

Term of Service Congregational members must agree to serve for at least one year. Service as a congregational member is limited to no more than three successive years. After three years of service on a specific committee, members may be reappointed to another committee immediately or reappointed to the same committee after a one-year break in service. Congregational members will be assigned a year of beginning service and so identified for the purpose of Session approval and record-keeping.

Non-Members Non-members who are part of our worshipping community may also be appointed by the Session to serve in a congregational capacity.

Commissions (G-9.0500) The Session may establish administrative commissions to undertake particular tasks on its behalf. When established, commissions will be give a specific scope of power and will be able to make final decisions on behalf of the Session. Commissions will keep accurate records of their work, which will be submitted to the Session for incorporation into the Session minutes as the work of the Session itself.

Task Forces The Session may appoint task forces from time to time to study issues and make recommendations. The composition of task forces may include any combination of officers and congregation members. The Session may provide either general or specific guidelines for task force work. The duration of a Task Force's existence is for the term of its special task. Task forces may not represent the church outside of the House of Hope community without express guidance from the Session. A member of Session should be appointed with a specific responsibility to advise on process and communication.

Work Group Any Session committee may form work groups to accomplish special projects. These work groups may be comprised of any combination of officers, congregation members and non-members. The duration of their existence is for the term of their special project. These working groups are responsible to the committee that initiated them.

Issue or Interest Group Groups in the congregation may form freely around any interest or perceived need and may meet in an informal status indefinitely. Once they develop a mission/purpose statement and develop an action plan, they must seek sanction by the Session and become accountable to it in a manner determined by the Session. Session sanction is, under any circumstances, required before an organization takes a formal name and represents itself outside the House of Hope community

Session

Budget Committee

Committee/Staff Involvement and Duties Primary – Pastor, Director of Administration and Administrative Manager. Committee members typically prepare communication and presentation materials with staff assistance.

Members

Clerk of Session, Chair
Deputy Clerk of Session
Immediate Previous Clerk of Session
Treasurer
Chair, House, Property and Insurance Committee
Chair, Mission Outreach Committee
Chair, Personnel Committee
Chair, Stewardship Committee
Moderator of Deacons
President of Trustees
Vice President of Trustees
Committee chairs as needed

Purpose Provide a coordination function for Session. Prepares annual operating budget for Session approval and ensures that expenditures throughout the fiscal year fall within approved budget limits.

Responsibilities

1. Monitor revenues and expenditures on an on-going basis.
2. Evaluate the budget implications of new or expanded program proposals being considered by committees, Deacons, Trustees, and staff.
3. Present an annual budget for Session approval and congregational information.
4. Monitor church cash position and recommend budget adjustments as necessary.
5. Receive, consider and recommend to the Session reallocation of current budget in response to changing needs.
6. Report on the use of endowment funds per Session policy.
7. Establish and organize the implementation of annual goals for consideration by Session.
8. Provide for the orderly annual transition of officers and committees including conducting annual training for new officers and chairs of committees.
9. Prepare the Annual Report.

Guidelines

1. The Budget Committee establishes and maintains guidelines for the use of all committee chairs in preparing annual budget submissions and provides training in their use.
2. Committee chairs are responsible for remaining within established budget guidelines.

Meetings The Budget Committee will meet monthly.

Responsible for reporting on or assisting the following:

Annual Report

Annual Budget

Annual Goals

Annual Leadership Transition

Trustee Policies needing Session approval including:

Facility Use Policy

Gift Acceptance Policy

Investment Management Policy

Memorial Garden Policy

Policy for Use of the Endowment Fund

Statement of Purpose of Endowment Fund

Adult Ministry Committee

Committee/Staff Involvement and Duties Primary – Associate Pastor Education, Youth and Young Adults. Committee members typically divide up the contacting and arrangements of speakers and provide for hosting and introductions at events.

Members

Elders (4)

Congregational (6)

Purpose Provide spiritual and educational support for the adults of the congregation.

Responsibilities

1. Plan and manage the Adult Christian Education Program including literature and other seminars, Women’s Ministries, Men’s Ministries, and bible study.
2. Organize and present a Sunday Enrichment program.
3. Organize and present a Wednesday afternoon or evening in-depth program.
4. Support the Didier Seminar Committee.
5. Support seminary students under care of the Session.

Guidelines

1. Develop communication pieces that describe the fall and spring “semester” programs and arrange for advance notice and advertising.
2. Develop and maintain protocols for arrangements, staff communication regarding rooms and equipment and an honorarium guideline for speakers.

Meetings The Adult Ministry Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following organizations:

- | | |
|-------------------------------------|------------------------------------|
| 1. Bible Study | 5. Men’s Fellowship and Programs |
| 2. Book Clubs and Literature Events | 6. Seminary Students |
| 3. Didier Seminar | 7. Women’s Fellowship and Programs |
| 4. Library Committee | 8. Young Adults |

Arts Committee

Committee/Staff Involvement and Duties Primary – Pastor. Committee members typically arrange and hang the art shows and arrange and place seasonal decorations with staff assistance as needed but do not do gardening unless it is a special interest of members.

Members

Elders (2)

Congregational (6)

Purpose Provide the congregation with visual or dramatic arts and memorial programs.

Responsibilities

1. Plan and arrange art shows in the Cloister Gallery.
2. Send representation to and participate on the House, Property and Insurance Committee.
3. Act as a resource to the Trustees on seasonal decorations, plantings and gardens including the Garth.
4. Act as a resource to the staff, Session and Trustees on the use, placement, care and disposition of the church's art and sculpture.
5. Act as a resource to the staff, Session and Trustees on matters having to do with the interior decoration of public spaces and the church buildings in general.
6. Act as a liaison with Ramsey County Historical Society under the terms of the agreement surrounding the church's donation of historical and artistic artifacts.

Guidelines

1. Because of the specialty nature of the committee's work the committee may elect a co-chair of the committee who may be a member not serving currently on Session. The chair appointed by Session reports to Session. The co-chair may take on tasks such as arranging art shows or serving on the Trustee's House, Property and Insurance committee.
2. An important function of the committee is to provide advice to the Trustee's House, Property and Insurance committee so regular attendance by a consistent representative(s) at those meetings is important.
3. The committee may also advise on the decoration of the Manse during the times between pastorates or if invited to do so by the pastor.

Meetings The Arts Committee will meet at least quarterly at the call of its chair.

Children and Family Ministry Committee

Committee/Staff Involvement and Duties Primary – Associate Pastor Education, Youth and Young Adults; and Director of Children’s Christian Education. Committee members typically assist and are present for special programs.

Members

Elders (3)

Congregational (6)

Purpose Provide spiritual and educational support programs for our congregation’s children and their families.

Responsibilities

1. Provision of nursery services for children newborn to age 2.
2. Provision of a spiritual development and education program for ages 2 through 5th grades.
3. Provide special education, enrichment, service and social opportunities for children and families.

Guidelines

Meetings The Children & Family Ministry Committee will meet at least quarterly at the call of its chair.

Long-Range Planning Committee

Committee/Staff Involvement and Duties Primary – Pastor and Director of Administration. Committee members are typically responsible for developing documents, summaries and communication with the church's boards.

Members

Pastor
Director of Administration
Clerk of Session
Deputy Clerk of Session
Treasurer
President of Trustees
Moderator of Deacons
Committee Chairs as needed
Congregational Members as needed and at discretion of Pastor

Purpose Provide research and planning to support the mission, future growth and stability of the church.

Responsibilities

1. Conduct strategic planning to meet the future needs of the church.
2. Conduct periodic surveys of the congregation.
3. Develop and update a strategic plan for Session approval and implementation.
4. Provide planning for major congregational needs.

Guidelines

1. Assess the future needs of the congregation.
2. Conduct research to build data concerning the congregation and the community.
3. Consider long-term capital needs of the church in conjunction with the Board of Trustees.

Meetings The Long-Range Planning and Organization Committee will meet at the call of the Pastor.

Membership Development Committee

Committee/Staff Involvement and Duties Primary – Associate Pastor Spiritual Life and Congregational Care, Director of Administration and Administrative Manager, with access to Communications Consultant. Committee members typically take on the planning and execution of any special initiatives and programs designed to increase or sustain membership.

Members

Elders (3)

Deacons (2) (from Deacons' New Member Committee and Social Events Committee Chair)

Congregational (4)

Purpose Ensure that House of Hope has a vital, informed and growing membership.

Responsibilities

1. Develop and manage a plan to attract new members and integrate them into the life of the congregation.
2. Create and manage a plan to engage and retain current members as vital contributors to the congregation's life and mission.
3. Maintain a focus on communications as a prime membership development tool.
4. Coordinate activities with the Deacons' New Member and Social Events Committee and the church staff.
5. Evaluate membership status and recommend changes to Session in keeping with the Book of Order.

Guidelines

1. Plan programs to support membership growth goals established by Session.
2. Provide a program for accepting new members and integrating them into congregational life in cooperation with the Deacons.
3. Support the church community and encourage membership by raising awareness about the congregation's programs and opportunities through a variety of media.

Meetings The Membership Development Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following organizations:

Deacons' New Member and Social Events Committee

Mission Outreach Committee

Committee/Staff Involvement and Duties Primary – Pastor and Executive Assistant for Pastors and Programs. Committee members typically visit, screen or research programs seeking financial assistance from the church.

Members

Elders (3)
Deacons (2)
Congregational (4)

Purpose Plan and administer the congregations mission and outreach programs.

Responsibilities

1. Develop mission program policies and guidelines for Session approval
2. Develop and encourage a mission focus for the congregation.
3. Provide funding to support mission programs beyond the limits of the local community.
4. Develop an annual local mission program in cooperation with the Deacons Community Service Committee.
5. Support the Deacons Community Service Committee in their administration of the local mission program.
6. Develop and administer the congregation's scholarship program.

Guidelines

1. Support the Community Service Outreach in developing a local mission program that encourages maximum "hands-on" participation by the congregation.
2. Develop an annual local mission budget in cooperation with and allocate approved funds to the Community Service programs.
3. Assist the staff in publicizing mission outreach activities and opportunities to the congregation.
4. Develop policies for and operate the congregation's scholarship program to support goals approved by the Session.
5. The chair participates in the monthly Budget Committee meeting.

Meetings The Mission Outreach Committee will meet at least quarterly at the call of its chair.

Responsible for assisting the following organizations:

Bash and other fundraisers for outreach
Houses of Hope
Prior Crossing

Peace and Justice Committee

Committee/Staff Involvement and Duties Primary – Pastor. Committee members organize activities the committee has chosen, develop information and communicate to the boards and congregation and provide liaison with the Adult Education committee.

Members

Pastor

Elders (3)

Congregational members (as needed)

Purpose Provide a strong presence and relevant actions to fulfill the church's historic peace and justice missions.

Responsibilities

1. Provide a church forum for peacemaking and justice issues.
2. Identify issues in which advocacy is needed.
3. Provide information and education for the congregation.
4. Bring to the attention of the congregation opportunities for advocacy.
5. Respond to local, national and international issues that affect the church, eliciting its response.
6. Manage the expenditures in the budget assigned to the committee.

Guidelines

1. Operate in a non-partisan manner recognizing that people of good will, found in both and all political parties, are interested in peace and justice but may differ in approach and solutions.
2. Arrange representation to the Adult Education Committee and work with that committee on any forums or sessions for the congregation.

Meetings The Peace and Justice Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following:

Local portion of the Peacemaking Offering

Personnel Committee

Committee/Staff Involvement and Duties Primary – Pastor and Director of Administration. Staff typically are involved with advice and communication and occasionally interviewing.

Members

Pastor

Director of Administration

Elders (3)

Trustees (3)

Congregational (3) (selected only from among retired Elders and Trustees)

Purpose Plan and administer a system of policies and procedures to ensure employees are compensated fairly and treated justly. Ensure actions and directives follow church policy and employment law.

Responsibilities

1. Ensure that the Employee Handbook is maintained and updated as necessary.
2. Ensure that current job descriptions are maintained for all employees.
3. Ensure the staff compensation plan is updated annually.
4. Recommend changes to pastors' terms of call to the Budget Committee, Session and congregation.
5. Recommend changes in compensation for other personnel to the Budget Committee.
6. Review and approve proposed changes in the staff benefits package.
7. Ensure that the performance of church staff members is reviewed annually.
8. Review with the Pastor and Director of Administrator proposals for hiring and dismissal of church professional staff.
9. Provide recommendations to the Session for Interim Pastor or Interim Associate Pastors when required.
10. Communicate with the Presbytery's Committee on Ministry in matters relating to staff clergy except on those matters under the purview of a Pastoral Nominating Committee.
11. Act as the Session's confidential employment authority regarding the termination or separation of staff from church employment. This separation authority is limited to decisions that can be handled within the confines of the current year budget or one-time expenses that do not materially affect the church's financial condition.

Guidelines

1. Work closely with Pastor and the Director of Administration to provide a system of policies, procedures, compensation and benefits that fairly reward all employees.
2. Review personnel policies and position descriptions of all employees periodically with the Pastor and the Director of Administration.
3. Review at least annually the Pastor's responsibilities, performance and adequacy of compensation.
4. Review annually with the Pastor and/or Director of Administration each professional and non-professional staff employee's performance, concerns, expectations and compensation.

5. Respond to questions and issues raised by staff members concerning their performance, compensation or other pertinent matters.
6. Encourage, receive and follow-up on concerns regarding staff performance and develop remediation plans when necessary.
7. The chair participates in the monthly Budget Committee meeting.

Meetings The Personnel Committee will meet at least quarterly at the call of its chair.

Stewardship Committee

Committee/Staff Involvement and Duties Pastor, Director of Administration and Administrative Manager. Committee members typically are involved with communication planning, telephone and other contacts with members and newly joining members.

Members

Elders (4)

Deacons (2) (from Deacons Congregational Care Committee)

Trustees (2)

Congregational (6)

Purpose Encourage the congregation to contribute time, talent and financial resources to support the work of the church.

Responsibilities

1. Develop in the congregation a spirit of generosity and responsible stewardship through donations of time, talent and financial resources as an act of faith.
2. Plan, organize and implement the annual pledge drive in a manner that supports the goals of the church.
3. Maximize funding available to support mission activities.
4. Orient new members to stewardship possibilities.

Guidelines

1. Generate pledges sufficient to pay for all of the church fixed and operating expenses, thus freeing the Endowment Fund for mission and capital purposes.
2. Promote special offerings such as the One Great Hour of Sharing.
3. Plan the annual pledge drive so that every member of the congregation makes a pledge of time, talent and money.
4. Conclude the annual pledge drive in time for its results to be a key component of the finalized budget.
5. Work with the Children and Family and Youth Committees to cultivate the practice of stewardship among children and youth of the church.
6. Contact new members concerning their responsibility to support the church financially.
7. Promote stewardship awareness on a year-around basis.
8. The chair participates in the monthly Budget Committee meeting.

Meetings The Stewardship Committee will meet at least quarterly at the call of its chair .

Worship, Sacraments and Music Committee

Committee/Staff Involvement and Duties Primary – Pastor, Organist and Director of Music, Choirmaster, Choir School Director. Committee members typically are involved in the arrangements for communion, ushering or arranging for ushering at the committees events.

Members

Elders (3)
Deacon (1) (from Deacons Ushering & Acolytes Committee)
Congregational (4)

Purpose To provide for services of worship, the administration of the sacraments and provide for music programs to support and enhance worship and other activities of the congregation.

Responsibilities

1. Provide opportunities for congregational Sunday worship.
2. Provide worship opportunities for Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve and other special occasions.
3. Plan and support the sacraments of communion and baptism.
4. Plan, promote and support the congregation's music program.
5. Plan for, promote and support Choir School.
6. Manage the Weyerhaeuser Preaching Ministry Endowment Fund in keeping with its guidelines.
7. Cooperate with the Deacons' social events when they involve worship committee events.
8. Cooperate with the Children and Family Ministries Committee to plan, promote and support additional music opportunities for the children and youth programs.

Guidelines

1. Maintain the House of Hope's traditional form of worship on Sunday morning.
2. Identify, plan and implement new forms of worship as appropriate to our church community and in keeping with Session goals.
3. Encourage congregational participation in adult and youth music programs.

Meeting The Worship, Sacraments and Music Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following organizations:

- | | |
|------------------------|-------------------------------------|
| 1. Bell Choir | 6. Motet Choir |
| 2. Carillon | 7. Special Worship Services |
| 3. Chapel Organ Series | 8. Sunday Series |
| 4. Choir School | 9. Wedding Policy |
| 5. Funeral Policy | 10. Weyerhaeuser Preaching Ministry |

Youth Ministry Committee

Committee/Staff Involvement and Duties Primary – Associate Pastor Education, Youth and Young Adults; and Director of Youth Ministry. Committee members typically act as chaperones for events, mentoring for confirmation, arranging for acolytes and assisting with youth activities.

Members

Elders (3)

Youth Deacons (2)

Congregational (4)

Purpose Provide spiritual and education support programs for our congregation's youth.

Responsibilities

1. Provide a church school program and other spiritual development programs for 6th through 8th grade
2. Support Confirmation activities for 9th Grade communicants.
3. Support the activities of the middle and high school youth.
4. Support Sunday morning enrichment opportunities for youth.
5. Maintain a connection and ministry with the congregation's college students.
6. Provide other service, recreational and spiritual growth opportunities for the youth of the church.

Guidelines

1. Maximize opportunities to integrate youth into the active life of the congregation, including worship services.
2. Provide service opportunities for youth both within the immediate community and at distant sites.

Meetings The Youth Ministry Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following organizations:

1. Acolytes
2. Youth Elders and Youth Deacons

Board of Deacons
(*Book of Order*, G-2.0201)
(*Bylaws*, Art. VII)

Purpose. Ministry of compassion and service.

Qualifications of Deacons. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment. (G-2.0201)

Role of Deacons.

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. (G-2.0201)

Constitutional Questions. (G-14.0207) Prior to ordination, each Deacon must answer the following questions affirmatively:

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
5. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity and purity of the church?
8. Will you pray for and seek to serve the people with energy, intelligence, imagination and love?
9. Will you be a faithful Deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need, and in your ministry will you try to show the love and justice of Jesus Christ?

Responsibilities of the Board of Deacons.

1. Support the goals of the congregation as established by the Session.
2. Plan, organize and provide services to meet the needs of the congregation.
3. Provide ushers and acolytes to support services of worship.
4. Plan and supervise congregational special events.
5. Provide support for the integration of new members into the House of Hope community.
6. Meet the needs of homebased members.
7. Provide intercessory prayer in support of expressed congregational needs.
8. Support the growth of social groups within the congregation.
9. Provide input into the annual operating budget as developed by the Session.
10. Elect its own officers and committee chairs.
11. Perform other duties as delegated by the Session.

To Achieve These Responsibilities:

Every Deacon:

- Has a Neighborhood Ministry (A Keeping in Touch Ministry)
- Takes part in planning and executing at least one Social Event (Rally Sunday, The Bash, Mardi Gras, Ice Cream Social, Lunch with Aaron, etc.)
- Ushers Monthly

Chair/Co-Chairs for Ushering assign each deacon to an Usher Team and creates a schedule for the year including special services for Thanksgiving, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday and Easter Sunday. The chair(s) provide training for new ushers

Through these opportunities, every deacon takes part in congregational care, supporting the growth of community, and providing a ministry of hospitality.

Other Committee Opportunities:

- Deacon's New Member Committee

The New Members committee assists with the receiving of new members and serves as sponsors to new members of the church.

- Intercessors Guild

Intercessors pray one day each month for members of our church and community.

Intercessors meet once yearly to coordinate the schedule.

- Be a Deacon Representative on a Session Committee

Mission Outreach, Membership Development, Worship Committee, Children and Family Committee and Youth Committee

Other Ministries of Care: Stephen Ministry Program

The Deacons meet monthly on the first Tuesdays, with 6 Dinner at 6:00 pm followed by a 6:30 meeting, September through June, excluding January

Staff: Associate Pastor for Congregational Care and Spiritual Life

Board of Trustees
(*Book of Order*, G-4.01, G-3.02)
(*Bylaws*, Art VI)

Purpose. Responsible to the Session for financial, legal, risk and facilities planning and management.

Qualification of Trustees. Trustees commonly have special knowledge and skills in the areas of finance, investment, law, insurance, architecture and engineering.

Installation Questions. Prior to installation and in addition to the Constitutional questions, each Trustee must answer the following question affirmatively:

1. As a Trustee, will you be faithful in the stewardship of church property and resources, making wise decisions that will further the church's mission in the world?

Powers of Trustees (G-4.0101)

1. Receive, hold, encumber, manage and transfer real or personal property for the church.
2. Accept and execute deeds of title to such property.
3. Hold and defend title to such property.
4. Manage any endowment funds for the furtherance of the purposes of the church.

Duties and Responsibilities of Trustees.

1. Establish long-range goals for the financial stability of this congregation through research and analysis of the changing needs of this congregation.
2. Establish financial guidelines for use of the assets of this congregation for current operating purposes.
3. Collect, invest and disburse all funds of this congregation, observing any restrictions placed thereon by the donors.
4. Designate such banks, trust companies, fund managers or other depositories for the funds and investments of this congregation and the manner of withdrawal thereof.
5. Supervise the principal financial involvements of this congregation through committees that will provide control, continuity and communication to the Session.
6. Recommend to the Session the maximum appropriate annual draw from the Endowment Fund.
7. Assist the Session in developing annual operating budget.
8. Regularly monitor budget expenditures and variances.
9. Hold title to all real estate and personal property of this congregation.
10. Authorize such person or persons to execute deeds, mortgages, bonds, checks, contracts and other instruments pertaining to the business and affairs of this congregation.
11. Supervise the management of the properties, real and personal, of this congregation.
12. Provide for and oversee the repairs and improvements to the property of this congregation.
13. Provide insurance and other risk-management measures for the properties and activities of this congregation.
14. Supervise the activities of the church Treasurer.
15. Provide for an annual audit.

16. Make periodic reports to the Session, including annual financial statements.
17. Prepare information on Trustee Committees for the Annual Report.

The Annual Report is prepared by the Budget Committee of Session which will provide the format and process.

Meetings. Regular meetings of the Board of Trustees are held the second Friday of each month except July and August, unless circumstances warrant an alternate schedule. Special meetings may be called pursuant to the Bylaws. Regular meeting dates are published at the beginning of the operating year.

Quorum. A quorum exists when one third of the Trustees is present.

Joint Meeting. A joint meeting of the Session and the Board of Trustees will normally be held during the month of April to confer on matters of common interest, with the Moderator of Session presiding. The timing of this meeting may be adjusted by the Moderator to accommodate any special activities or reporting. The Board of Trustees will at this time present a report and assessment of the congregation's financial condition. It shall also present matters of concern to the Session for consideration. No binding decisions may be reached in such a joint meeting unless the Moderator of Session specifies that the consideration and voting on action is limited to the body with jurisdiction on the matter.

Trustee Officers.

Election. The President, Vice President, Secretary and Legal Counsel are elected from among the active Trustees to serve one-year terms. A slate is prepared by the President through consultation with the current officers and the Pastor.

President. The President of the Board of Trustees is elected from among the active Trustees to a one-year term.

Duties.

1. Select committee chairs in consultation with the outgoing president and ensure the official committee materials and permanent records are passed on.
2. Prepare a meeting agenda in consultation with the committee chairs.
3. Convene and adjourn the Board of Trustees according to its rules and procedures.
4. Preside at meetings of the Board of Trustees.
5. Serve as a member of the Budget Committee.
6. Serve *ex officio* on all committees of the Board of Trustees.
7. Official Signatory.
8. Attend meetings of the Session as the Session Liaison officer.

Vice President. The Vice President of the Board of Trustees is elected to a one-year term.

Duties.

1. Act for the President in his/her absence.
2. Official Signatory.
3. Serve as a member of the Nominating Committee.

Secretary. The Secretary is elected to a one-year term by vote of the Board of Trustees.

Duties.

1. Record and publish the minutes of the Board of Trustees.
2. Keep the rolls of membership and record attendance of Trustees.
3. Preserve the records of the Board of Trustees and provide them to the Session when requested.
4. Official signatory.

Legal Counsel. The Legal Counsel is elected to a one-year term by vote of the Board of Trustees. The Legal Counsel must be a lawyer practicing as a member of the Minnesota Bar. If a qualified member of the Board of Trustees is not available, a qualified member of congregation may be elected to this position and will serve *ex officio* and without vote.

Duties.

1. Provide legal counsel to the Trustees.
2. Coordinate and supervise the church's interaction with outside legal counsel.

Treasurer. The Treasurer is nominated by the Trustees. The Treasurer is elected annually by the Session. The Treasurer may be selected from among the active members of the Trustees or, if necessary, from the congregation. The Treasurer's work is supervised by the Board of Trustees as specifically assigned by the Session. If not an elected Trustee, the Treasurer serves *ex officio* as an officer of the Trustees.

Duties.

1. Perform duties required by the *Book of Order*. (G-3.0205)
2. Official Signatory.
3. Provides for a report to the Session at least annually, and as circumstances require, on the financial condition of the church.
4. Serves as a member of the Budget Committee.
5. Serves as a member of the Investment and Audit Committee.
6. Meet (along with the Clerk and Trustee President) with the staff at least two times per year to monitor the budget and discuss operations of the church.

Trustee Committees.

Composition. Trustee committees are composed of Trustees in active service. Subcommittees may include congregational members on an “as needed” basis. Specific committee membership is shown in the organization table and chart in Section 4.

Functions.

1. Ensure that the goals established for each committee are met within guidelines that support the mission of the church and meet the goals established by the Session.
2. Conduct long-range planning activities, which support the church’s work into the future.
3. Research and prepare recommendations for changes in program policies for Board of Trustees or Session decision.
4. Provide funding for programs under each committee’s jurisdiction through participation in the budget process.
5. Ensure that committee spending stays within established guidelines.
6. Provide support, report, review and control of church organizations and activities assigned to each committee’s jurisdiction.
7. The special functions of individual committees are outlined in the following pages.

Duties of All Committee Chairs.

1. Establish meeting times for the committee and begin and end each meeting with prayer.
2. Appoint a committee secretary to take, publish and distribute meeting notes.
3. Establish a meeting agenda.
4. Prepare action items on matters needing referral to the Board of Trustees.
5. Report to the Board of Trustees on the committee’s work and on activities under the committee’s jurisdiction.
6. Ensure that organizations under the committee’s jurisdiction report annually to the Session through the Board of Trustees on their work.
7. Oversee the expenditure of the budget items assigned to the committee.
8. Supervise the committee’s budget-building process.
9. Request and justify any needed increase in the committee’s budget during the operating year.
10. Prepare a calendar of the committee’s yearly activities.
11. Maintain a permanent file of relevant committee policies, actions, activities and programs to be passed on to a successor chair.

Quorum. A quorum for voting at a Trustee committee meeting shall be one half of the members of the committee. Trustee committees vote on recommendations that will be forwarded to the entire Board of Trustees which takes final action.

Congregational Members. Trustee committees may recruit members of the congregation who are not currently serving as officers to assist with committee work on an “as-needed” basis. Congregational members are recruited by committee or subcommittee chairs (with committee and staff assistance). Congregational members are appointed to serve on specific subcommittees.

Work Groups. Any Trustee committee may form work groups to accomplish special projects. These work groups may be comprised of any combinations of officers, congregation members and non-members. The duration of their existence is for the term of their special project. These working groups are responsible to the committee that initiated them.

Board of Trustees

Investment and Audit Committee

Staff. Primary – Director of Administration; Secondary - Pastor

Purpose. Provide management of endowment and other special funds, an annual outside audit of church financial activities, and resolution of audit issues.

Composition. Refer to the Table of Organization (Section 4) for committee membership.

Responsibilities.

1. Manage the Endowment Fund and other special funds on behalf of the congregation.
2. Arrange an annual audit of the church financial operation, to include the Special Endowment Fund and other special funds.
3. Recommend to the Board of Trustees policies concerning management of the Endowment Fund and other special funds.
4. Research and recommend to the Session a prudent annual draw from the Endowment Fund.
5. Provide an annual recommendation to the Board of Trustees of funds available to support operations if such funds are needed.
6. Prepare the funds management portion of the annual financial report to the Session.
7. Review the effectiveness of financial management and auditing services employed by the church.
8. Select and oversee an independent public accounting firm to provide an audited investment financial statement of the church's financial condition at least annually.
9. Select an independent firm of professional asset managers to advise the committee and to manage the Endowment Fund.

Guidelines.

9. Establish asset allocation guidelines for the Endowment Fund with the advice of the fund managers.
10. Review the effectiveness of fund management at least quarterly and report to the Trustees.
11. Audit and funds management organizations chosen must present no conflict of interest with any member of the Board of Trustees or the Treasurer.
12. Develop and maintain a cooperative and harmonious working relationship with the Director of Administration.
13. Oversee the expenditure of the committee's budget, justify and request any needed increase during the operating year.
14. Prepare a calendar of the committee's yearly activities.
15. Maintain a permanent file of relevant committee policies, actions, activities, and programs to ensure the continuance of this committee.

Meetings. The Investment and Audit Committee will meet at least quarterly at the call of its chair.

Responsible for reporting on and assisting the following organizations.

1. Bank Crew

House, Property and Insurance Committee

Staff. Primary – Director of Administration, Facilities Manager

Purpose. To provide the management of real and personal church property..

Composition. Refer to the Table of Organization (Section 4) for committee membership.

Responsibilities.

1. Maintain all real and personal property, looking “fresh” and in keeping with the history and tradition of the church.
2. Develop and execute a yearly list of major repair and improvement projects that address critical maintenance needs as well as preventative maintenance projects where appropriate.
3. Maintain a comprehensive and written preventative maintenance plan for all church facilities. Monitor completed preventative maintenance tasks against the plan at least quarterly with the Facilities Manager.
4. Develop policies and procedures that ensure the safety and security of our building, property and people. This includes but is not limited to arrangements for on-site security during worship and other events, on-going evaluation of building security needs, and ensuring the proper use of safe practices and hazardous materials by contractors, members or staff.
5. Develop and manage the Properties operating budget. Develop for Trustee approval the recommendation for draws from the building contingency fund when needed.
6. Recommend and purchase personal property and capital equipment.
7. Maintain adequate insurance and liability coverage for church property and staff. Ensure an accurate inventory of antiques, art, and personal property is maintained.
8. Provide appropriate technology to support the church’s operations and outreach.
9. Oversee administration of the Memorial Garden. Develop for Session approval and maintain policies and procedures concerning the Memorial Garden.
10. Assess ongoing space use optimization and needs for additional space and facilities. Develop for Session approval policies for facilities use by outside groups.

Guidelines

1. Oversee the expenditure of the committee’s budget, justify and request any needed increase during the operating year.
2. Prepare a calendar of the committee’s yearly activities.
3. Maintain a permanent file of relevant committee policies, actions, activities, and programs to ensure the continuance of this committee.

Meetings. The House, Property and Insurance Committee will meet monthly, September through June, or at the call of its chair.

Responsible for reporting on and assisting the following organizations.

1. Hard Hats
2. Arts Committee (communicate and cooperate on art related goals)

Endowment Gift Committee

Staff. Pastor; Director of Administration

Purpose. Encourage bequests, planned gifts, and gifts to the endowment fund of the Church.

Composition. Refer to the Table of Organization (Section 4) for committee membership.

Responsibilities.

1. Encourage bequests, planned gifts, and gifts to the Endowment Fund of the Church.
2. Educate the congregation about the Endowment Fund.
3. Establish a process for the review of all offered gifts and bequests.
4. Make recommendations to the Board of Trustees and/or the Session for acceptance of such gifts.
5. Acknowledge gifts and recognize donors.
6. Comply with both the letter and spirit of all applicable federal and state laws and regulations
7. Report to the Trustees
8. Report to the Session and Board of Deacons at least annually
9. Make recommendation to the Board of Trustees and Session regarding acceptance of gifts.

Guidelines.

1. Acknowledge endowment gifts to the Church, as appropriate, and in accordance with the spirit of the gift and the wishes of the donor.
2. Review offered gifts with appropriate staff clarifying details and possible restrictions.
3. Seek the assistance of the Arts Committee regarding the acceptance of gifts of personal property, particularly art, antiques, and personal effects.
4. Oversee the expenditure of the committee's budget, justify and request any needed increase during the operating year.
5. Prepare a calendar of the committee's yearly activities.

Meetings. The Endowment Gift Committee will meet at least quarterly at the call of its Chair.

References.

1. Endowment Resolution (approved by Session May 6, 2003).
2. Gift Acceptance Policies and Procedures (approved by Session May 4, 2004).

Responsible for reporting on and assisting the following organizations.

1. Anchor Society

The House of Hope Presbyterian Church Endowment Fund Restricted Funds

THE HOUSES OF HOPE FUND

ORIGIN

This endowment fund was established in 1999 as part of the celebration of the 150th anniversary of the congregation's founding. Money was raised by individual contributions and was matched by the trustees from the general endowment.

PURPOSE

To establish, through the membership of The House of Hope Presbyterian Church, an endowment fund for the purpose of partnering with existing agencies and non-profit organizations to upgrade, improve, construct and promote affordable housing for low-to-moderate income individuals and families in the neighborhood of the House of Hope Church (especially to the north and northeast), the City of St. Paul and the East metropolitan area. Further, we foresee this fund as a major vehicle for involving the energy, talents, insights and financial resources for members of the House of Hope Church and larger community. The fund may provide financial support to improve existing housing, construct new housing, housing for elderly, housing for handicapped, transitional housing and supportive services, i.e. counseling.

GUIDELINES

This fund is a Board of Trustee-restricted fund from permanent endowment. As of December 31, 2004, \$1,972,697 had been contributed by church members and friends. \$2,235,690 had been set aside from the general church endowment as a match against congregation pledges.

A portion of the match—\$751,933 (\$311,856 in 2000 and \$440,083 in 2001)—was restricted by the trustees for the Houses of Hope Fund until June 30, 2010. On December 31, 2004, the value of this restriction was \$696,922.

During the period up to December 31, 2004, \$681,932 had been distributed for programs, and the total fund ending balance was \$3,626, 718.

RESPONSIBILITY

The Houses of Hope Board reports to Session at least quarterly regarding the program and use of funds. Administration is provided by the Session through this ad hoc committee who oversee the Houses of Hope Fund. A unique charter and governance document has been established for the Houses of Hope Fund. The Houses of Hope Fund Members of this board are selected by the seated committee members with one-third of the members rotating off the board annually, and with no board member being able to serve more than two consecutive three-year terms without rotating off for a minimum of one year.

References:

Undated communication to the church membership "Houses of Hope Fund"

A proposal for the Houses of Hope Foundation dated 10/1998, which was not approved by the Board of Trustees

12/31/2001 Houses of Hope Fund Status
8/28/2004 Houses of Hope Fund Balance
Trustee Minutes dated 12/11/98, 2/12/99, 4/9/99, 10/8/99, 12/10/99, 1/14/00,
2/11/00, 4/14/00, 6/2/00
Session minutes dated 2/2/99, 3/2/99
Worksheet for 2004 audit

Approved by Trustees: June 10, 2005
Approved by Session: May 2, 2006

SCHOLARSHIP FUND

ORIGIN

This endowment fund was established in 1998 by Board of Trustee Action when several funds for Christian education were commingled. In 2004, the Jane Verhey Youth Education Fund was added.

PURPOSE

To provide scholarship support for students preparing for Presbyterian ministry and service.

GUIDELINES

This fund is a Board of Trustee-restricted endowment. The amount withdrawn annually will be set by the Trustees of the Church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by the Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through the Mission and Benevolence Committee. This Committee will review and determine appropriate parties to receive these funds. Such recommendations will be reported to Session for final approval.

References: Attached memo to Sarah Jensen (Trustee President) from F.T. Weyerhaeuser dated 2/1/05
Trustee Minutes 10/7/98
Financial Reports 12/31/98, 12/31/97, 12/31/93, 12/31/76
Correspondence on scholarships 1994/5, 1989, 1981, 1976

Approved by Trustees: June 10, 2005

Approved by Session: May 2, 2006

DAVID AND NANCY VAN DYKE SCHOLARSHIP FUND

Origin

This endowment fund was established in May of 2018, as a retirement tribute to The Reverend Dr. David Van Dyke in honor of a ministry responsive to the needs of the community. Dr. Van Dyke's hope for this scholarship is to support one or more men in the Ujamaa Place program as he furthers his education at Saint Paul College. Dr. Van Dyke was a board member of Ujamaa Place and instrumental in the successful development of the program. Ujamaa Place works with African American men ages 18 to 30, assisting them with housing, education, life skills and employment.

Purpose

Establish a yearly scholarship for one or more men in the Ujamaa Place program as he furthers his education at Saint Paul College. The Ujamaa Place program helps men develop the skills it takes to be a successful individual, father, employee and citizen. The Ujamaa Place staff will identify a recipient/recipients and Mission Outreach Committee will meet with and review the candidate/candidates and award the scholarship to Saint Paul College on behalf the student/students.

Guidelines

1. This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.
2. The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the original intent.
3. It is the intention of the Board of Trustee and Session that this fund should be open to future contributions from donors.

Responsibility

Administration is provided by the Session through the Mission Outreach Committee. This committee will report to Session regarding such programs.

References

Letter to Members and Friends of The House of Hope dated January 2, 2018

Approved by Trustees: September 14, 2018

Approved by Session: September 18, 2018

THE THOMAS G. MAIRS MINISTRY OF MUSIC FUND

Origin

This endowment fund was established in March 2017, through a bequest from the estate of Thomas G. Mairs of \$850,000.

Purpose

To support the ministry of music at The House of Hope Presbyterian Church. This fund shall support the paid section leader of The Motet Choir. This choir performs music at weekly Sunday worship services and special services such as, Maundy Thursday, Good Friday, Easter, Christmas, Holidays, Vespers or memorial services as determined by the Worship, Sacraments and Music Committee.

Guidelines

4. This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.
5. The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the donor's original intent.
6. It is the donor's wish that this fund should be open to contributions from other donors.

Responsibility

Administration is provided by the Session through the Worship, Sacrament and Music Committee. This committee will report to Session regarding such programs.

References

Memorandum from Robert Mairs dated Thursday, March 8, 2017

Memorandum from Reverend Van Dyke dated Thursday, September 14, 2017

Approvals

Approved by Trustees: May 11, 2018

Approved by Session: June 19, 2018

THE ELSA AND MALCOLM McMILLAN MINISTRY OF MUSIC

ORIGIN

This endowment fund was established in 1974, by Richard McMillan in honor of his parents, Elsa and Malcolm McMillan, and appeared in the 1974 church audit with a carrying value of \$205,902.

PURPOSE

To ensure a permanent ministry of music at the House of Hope Presbyterian Church.

GUIDELINES

This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the Church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by the Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through the Worship, Sacrament and Music Committee. This committee will report to Session regarding such programs.

References:

May 9, 1976 worship bulletin (dedication of this ministry)
Mary B. McMillan letter of September 17, 1999

Approved by Trustees: June 10, 2005
Approved by Session: May 2, 2006

THE DAMBERG FAMILY YOUTH CHOIR SCHOOL FUND

ORIGIN

This fund was established in 2007 with initial gifts from Sheldon and Carol Damberg.

PURPOSE

To provide support for a youth Choir School at The House of Hope Presbyterian Church.

GUIDELINES

This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

This fund encourages and welcomes gifts from others.

The church reserves the right to broaden the purpose of the fund should it be determined by the Board of Trustees and approved by the Session that the purpose of the fund no longer best serves the mission of the House of Hope. Any change in designation of the fund will be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through the Worship, Sacraments and Music Committee. This Committee will report to the Session regarding such programs.

References: August 19, 2004 letter from Saint Paul Foundation to Rev. Linda Loving
September 14, 2004 Anchor Society letter from Rev. Linda Loving to Sheldon & Carol Damberg
June 13, 2006 letter from Sheldon & Carol Damberg to Saint Paul Foundation
January 26, 2007 letter from Sheldon & Carol Damberg to Rosemary Gruber
August 7, 2007 letter from Merrill Lynch to House of Hope
August 10, 2007 letter from Michelle Freyholtz to Sheldon & Carol Damberg
October 12, 2007 notes of meeting with Rev. Van Dyke, Sheldon & Carol Damberg, Rosemary Gruber

Approved by Board of Trustees November 16, 2007

Approved by Session December 4, 2007

CARL A. WEYERHAEUSER MINISTRY FOR THE HOUSE OF HOPE

NOTE: It is important that the name of this fund not be abbreviated.

ORIGIN

This endowment fund was established on September 5, 1980, dedicated September 30, 1984, and results from a gift by Carl A. Weyerhaeuser, who donated his family home at 808 Summit Avenue to be used as a manse by the Church. This use proved to be impractical, and the house was sold. Funds from the sale (\$250,000) were directed to the Carl A. Weyerhaeuser Ministry for the House of Hope to provide the church with funds to assure its continuing prominence as a place of worship and as a community leader.

PURPOSE

Establish a series of outstanding messages by significant clergy and laity from a variety of callings throughout the world and to ensure excellence in the House of Hope pulpit. Speakers would be invited by the Head of Staff of the Church and would be asked to address moral and spiritual issues of the time. The church would hope to attract persons with deep discernment and profound commentary.

GUIDELINES

This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the Church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by the Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through the Worship, Sacrament and Music Committee as recommended by the Head of Staff. This committee will report to Session regarding such programs.

References: Church Minutes:
 Congregation Meeting 8/3/1980
 Trustee Meeting 9/5/1980
Correspondence:
 Calvin Didier letter 7/7/1980
 James Carter letter 9/20/1995
 Dedication Remarks 9/30/1984

Approved by Trustees: June 10, 2005
Approved by Session: May 2, 2006

CALVIN W. DIDIER ANNUAL SEMINAR ON RELIGION AND CONTEMPORARY THOUGHT

ORIGIN

This endowment fund was established on January 3, 1993, as a retirement tribute to Reverend Didier in honor of a ministry responsive to contemporary thought and to further the belief that the will of God is to be found in all attainable knowledge. \$70,840 was contributed by numerous members and friends of the congregation.

PURPOSE

Establish a yearly seminar dedicated to spiritual growth through the best comprehensive thinking in religion, arts, literature and science. Presentations will be from inspiring people of high stature in their various fields. The event and selection of the presenters will be directed by the Session and the Adult Education Committee, with input from the congregation.

GUIDELINES

This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the Church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by the Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through an ad hoc committee who oversee the entire annual Didier Seminar. Members of this committee are selected by the Head of Staff as so needed. Representatives of this committee report to Session at least annually, typically through the Adult Ministries Committee regarding the program and use of funds.

References:

Ann Lewis, Clerk of Session letter to the House of Hope Congregation
dated 12/26/1997
Statement on the Calvin W. Didier Annual Seminar on Religion and
Contemporary Thought

Approved by Trustees: June 10, 2005

Approved by Session: May 2, 2006

THE MARGARET AND WALTER MEYERS YOUTH DEVELOPMENT ENDOWMENT FUND

ORIGIN

This original fund (the "Fund") was established on August 23, 1999, by Margaret and Walter Meyers and, from that date through the present date, has been managed as a designated fund. As a result of the passing of both Margaret and Walters Meyers, the Fund will now be the beneficiary of annual distributions from the Walter & Margaret Meyers Charitable Foundation(s). The Fund will now be known as *The Margaret and Walter Meyers Youth Development Endowment Fund*.

PURPOSE

The purpose of the Fund is to encourage dedicated Christian lives among children, youth and young adults associated with or receiving ministry from The House of Hope Presbyterian Church. It is intended to support and augment youth programs of the Church which exist for that overall purpose.

GUIDELINES

In accordance with The House of Hope Gift Acceptance Policy, the Fund will be restricted and a percentage of the annual income, as determined by the Board of Trustees, will be used for programs and to construct or improve buildings designated for children, youth and young adult ministry. The Fund may not be used to pay salaries of Church staff members involved in children, youth and young adult ministry. Any remaining portion of the Fund not used for the above purposes may be directed to scholarships for *degree-seeking* theology students with a preference being given to seminary students who are members of The House of Hope Church.

The Church reserves the right to restate the purpose of the Fund consistent with the intentions of Walter and Margaret Meyers should it be determined by the Board of Trustees and approved by the Session that the stated purpose of the Fund no longer best serves the mission of The House of Hope Church.

RESPONSIBILITY

Oversight and administration is provided by the Session through the Youth Committee. This Committee will report to the Session regarding such programs.

Reference:

Rauenhorst letter date 3/19/08
Meyers document date 8/23/99
Neel Johnson letter dated
1/29/98 Meyers letter dated
1/15/98

Approved by the Board of Trustees September 18, 2015
Approved by the Session October 20, 2015

HOUSE OF HOPE ART GALLERY MINISTRY

ORIGIN

This endowment fund was established on December 26, 1997, by Hank Zelenka in memory of his wife, Sandra, with a contribution of \$2,500.

PURPOSE

Provide the Session Arts and Memorials Committee discretionary funds to be available over and above the annual operating budget request for art gallery operations.

Provide funds for art gallery expenses and supplies such as showcases, display cubes, display fabrics, artist expenses if appropriate, art acquisition, etc. The Session Arts and Memorials Committee is to have the discretion as to the expenditure of these funds, as approved by the Session Budget Committee.

GUIDELINES

This fund is a permanent endowment. The amount withdrawn annually will be set by the Trustees of the Church in accordance with the approved endowment policy for comparable funds. Unused funds will remain in this endowment fund.

The church reserves the right to broaden the purpose of the gift, should it be determined by the Board of Trustees and approved by the Session that the purpose of the gift no longer best serves the mission of the House of Hope. Any change in the designation of the fund will be mindful of the donor's original intent.

RESPONSIBILITY

Administration is provided by the Session through the Arts and Memorials Committee. This committee will review and determine appropriate programs and events which may make use of these funds. This committee will report to Session regarding such programs.

References:

Hank Zelenka letter: 12/26/1997

Approved by Trustees: June 10, 2005

Approved by Session: May 2, 2006

The House of Hope Presbyterian Church Organization Chart June 2019

