



HOUSE OF HOPE
PRESBYTERIAN CHURCH

Organizational Manual

2026

Mission Statement:

Building a loving community for all, House of Hope shares God's grace and presence through music, the arts, reflection, and action. Come join us as we walk through life together.

Cover and Mission Statement

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Foreword

0.1 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 work with them.

0.2 Responsibility for this Manual

It is the responsibility of the Church Clergy and Staff, Clerk of Session, and Committee Chairs of the Session and Trustees to keep this Organizational Manual updated and to approve recommended changes. 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.

0.3 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. The Clergy, Clerk of Session, Church Staff, and Committee Chairs of the Session and Trustees will review the organizational manual periodically as necessary.

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 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.

Chapter 1 – Three Areas of Session Responsibility for Governance and Ministry

The committees and boards listed in this manual are organized into three overlapping and intersecting areas of Session responsibility for governance and ministry to promote collaboration, creativity, and transparency. They are as follows:

1.1 Formation

Reflects our baptismal covenant to glorify and enjoy God by following in the way of Jesus our Savior, growing in faith and furthering God's mission in the nurture of the church.

Adult Ministry | Arts | Children, Youth, and Family Ministry | Worship

1.2 Connection

Reflects our celebration of communion, living as God's people in covenant fellowship and participating in God's mission together.

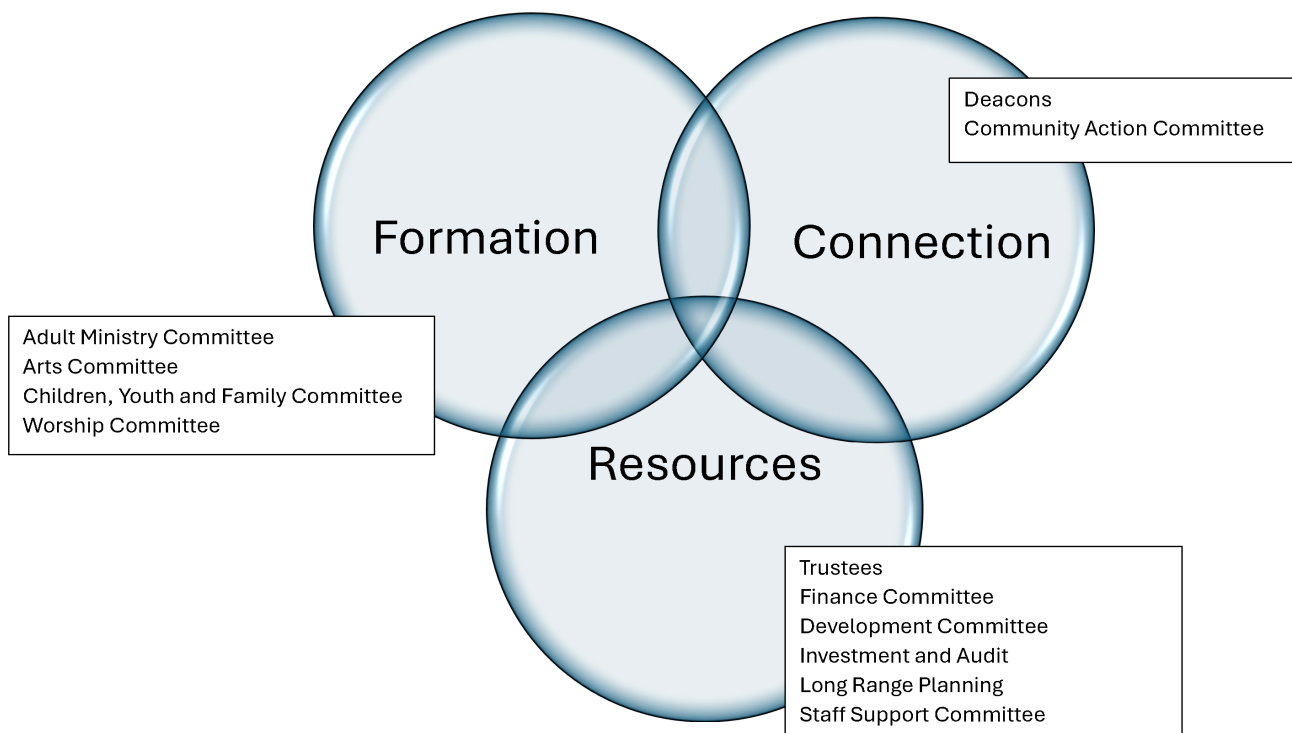
Board of Deacons | Community Action

1.3 Resources

Reflects our work of administration, project management, executing strategy, systemic analysis and reform, and articulating to the congregation how what we do is shaped by the spiritual, theological, and justice values of our tradition.

Board of Trustees | Development | Finance | House Property and Insurance
Investment and Audit | Long Range Planning | Staff Support

1.4 Collaboration Chart for Three Areas



Chapter 2 – Nominating Committee

(*Book of Order*, G-2.0401, 0404)

(*Bylaws*, Art IV)

2.1 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.

2.2 Composition

Nine members: Deputy Clerk of Session serves as chair with five members of the congregation elected at the annual meeting, a 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.

2.3 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.

2.4 Guidelines

1. All nominating procedures are subject to the *Book of Order* principles of participation and representation. Nominees will be comprised of all genders 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, gender, sexual orientation, racial and ethnic members of the congregation.
2. At the beginning of the process the Deputy Clerk should ascertain whether 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 are as follows:
 - a. A Nominating Handbook will be prepared by church Administrative Assistant for the first meeting. This will include a chart showing the years of service by members on the three boards and the Nominating Committee.
 - b. The committee will review member rolls to determine who has previously served as an officer, who has not yet served, and discuss the special talent and skills that may apply to an officer position in each board.

- c. The congregation will be solicited to provide nominees for all offices with announcements in the various church publications. The committee should decide on the format of a nomination brochure.
 - d. A pool of nominees will be made known to the pastor for the purposes of pastoral consultation and advice.
 - e. Session should be advised of the slate in the regular report of the Nominating Committee.
 - f. The nomination slate should be published in the church bulletin on the two Sundays before the congregational meeting to elect officers. The congregational meeting date is determined by the committee and staff and approved by Session.
- 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, 4 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. Discussion will take place to determine whether only one member per family unit (spouse or partners) will serve on the same board at a time, as circumstances arise.
- 9. Each nominee will be contacted to determine a willingness to serve.
- 10. 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.
- 11. 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.

2.5 Staff

Primary – Pastor; Secondary: Associate Pastors, Administrative Assistant

Chapter 3 – The Session

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

(*Bylaws*, Art V)

3.1 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.

3.2 Qualifications of Elders (G-2.031)

"...persons of wisdom and maturity of faith having demonstrated skills in leadership and being compassionate in spirit." Prior to ordination and installation, each new Elder must answer the constitutional questions affirmatively as provided in the *Book of Order*, W-4.0404.

3.3 Composition

33 Elders, Pastors

3.4 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.

3.5 Spiritual Life

1. Provide for worship.
2. Provide opportunities for spiritual outreach.
3. Receive members into the church.
4. Lead the congregation in mission work.
5. Distribute mission 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.

3.6 Congregational Life

1. Provide for the growth of members through:
 - a. Personal and pastoral care.
 - b. Education programs, including the church school.
 - c. Sharing in community and mutual support.
 - d. Opportunities for witness and service.

3.7 Administrative Functions

1. Challenge the congregation to stewardship and use the resources raised appropriately.
2. Establish an annual budget and take offerings.
3. Instruct, examine, ordain, install and welcome Elders, Deacons and Trustees on their election.

4. Delegate to and supervise the work of the Board of Deacons and Board of Trustees and all other organizations, commissions, task forces, work groups, and issue/interest groups in the congregation, providing support, report, review and control.
5. Provide for the administration of the church programs and staff.
6. Establish and implement a sexual misconduct policy, an antiharassment policy, a child and youth protection policy, and an antiracism policy which include requirements for boundary training (which includes topics of sexual misconduct, and child sexual abuse prevention training) at least every 36 months.
7. Establish and implement other policies as needed.
8. Approve the Annual Statistical Report to the PC(USA) General Assembly.
9. Maintain continuing relations with presbytery and synod.
10. Establish and maintain local ecumenical relationships.
11. Serve in judicial matters according to the *Rules of Discipline*.
12. Keep accurate rolls of the church membership.

3.8 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 Senior Pastor and Head of Staff. Several others among the church staff also supervise staff. To manage the work of the staff it is important that church officers understand the organizational workflow as outlined in the organizational chart 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 greatly appreciated courtesy to check in with the supervisors noted in the organizational chart before asking a staff member to take on a non-routine or substantive task.

3.9 Calendar and Program Years

Most of our church programs operate on a planning year that begins in June and ends the following June. 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 June 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.

3.10 Annual Report

The annual report covers the calendar year, January through December, and is prepared by the Director of Development and Communications Coordinator with input invited from clergy, staff, and volunteers. It includes:

1. A summary of matters relating to the spiritual welfare and life of the congregation.
2. Revenue and expenditures for the previous year.
3. A balance sheet of all assets and liabilities, as of the end of the previous fiscal year.
4. Community engagement and mission activity.

Additional content (such as ministry updates, membership statistics, staffing changes, or capital projects) may be included at the discretion of the Director of Development, Clergy, Staff, and volunteers.

3.11 Meetings

Regular meetings of the Session are held on the third Tuesday of each month except July and August, unless circumstances warrant an alternate schedule. Special or joint meetings may be called pursuant to the *Book of Order*. Regular meeting occurrences are published at the beginning of the operating year along with committee assignments. A quorum will be declared at each meeting. Names of those present will be listed in the minutes. The meetings will open and close with prayer. The minutes of the previous meeting will be approved.

3.12 Quorum

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

3.13 Proxy Voting

Proxy voting is not permitted.

3.14 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.

3.15 Session Officers

Moderator (Senior Pastor or appointed by SP)

Clerk of Session

Deputy Clerk of Session

Treasurer (Nominated by the Board of Trustees)

Presbytery Commissioners

See Bylaws for terms of office and other special requirements.

3.16 Moderator

The Moderator of Session is the Senior Pastor who shall preside at all meetings of the Session except when the *Book of Order* permits the Session to be convened in their 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, Finance Committee, Board of Trustees, and other committees as required.

3.17 Clerk of Session

The Clerk of Session is elected to a one-year term. The Clerk may be re-elected each year, for a maximum of six terms. The office of Clerk of Session is filled by people of all genders. 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 voting. When so elected, the Clerk is not counted among the complement of 33 active members.

Duties

1. Record and publish the transactions of the Session.
2. Keep the rolls of membership and record attendance of Elders at Session meetings.
3. Preserve Session records.
4. Provide extracts of Session records when required by another governing body of the church.
5. Provide support to members of the Elders and Staff as needed in matters relating to the Session.
6. Coordinate communications as needed with Elders, staff, and committee chairs.

3.18 Deputy Clerk of Session

The Deputy Clerk of Session is elected to a one-year term. The Deputy Clerk may be re-elected each year, for a maximum of six terms. The office of Clerk of Session is filled by people of all genders. 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 their absence.
2. Chair the Nominating Committee.
3. Assist the Clerk of Session as needed.

3.19 Treasurer

The Treasurer is nominated by the Trustees and elected by the Session at their June 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 Finance Committee especially to advise on cash flow and financial transactions in general.

3.20 Presbytery Commissioners

Commissioners to Presbytery will be elected by the Session. 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.

3.21 Coordination of Session Work with Operating Budgets

1. Proposals for new programs should be analyzed by Staff and the Finance Committee for impact on church revenues and expenses as expressed in the budget. The Finance Committee does not approve or dis-approve proposals but provides technical fiscal advice to Session on these proposals.
2. The Finance Committee will communicate with committee chairs to review their budget reports and coordinate the upcoming program year, to prepare next year’s budget and to plan for the leadership transition and review budget performance.

3.22 Session Committees

Adult Ministry Committee

Arts Committee

Children, Youth, and Family Ministry Committee

Community Action Committee

Development Committee

Finance Committee

Long-Range Planning Committee

Staff Support Committee

Worship Committee

3.23 Composition

Session committees are composed of Elders in active service, trustees, deacons and congregational members. Specific committee membership is shown in their respective pages in this manual.

3.24 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.

3.25 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.

3.26 Duties of Committee Chairs

1. Normally serve for duration of term on Session.
2. Recruit congregational members for committee's complement.
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 Finance 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. Coordinate with the Director of Finance and the Finance Committee for the committee's budget-building process.
11. Maintain a permanent file of relevant policies, Session actions, committee activities and programs to be passed on to a successor chair.

3.27 Single Committee Assignments

Elders will normally be assigned to only one committee.

3.28 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.

3.29 Congregational Member

Session committees may allocate space 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.

3.30 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 Staff Support or Finance Committee (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.

3.31 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.

3.32 Non-Members

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

3.33 Additional Coordinated Work of the Session

When special action or projects arise, the Session may establish one of the four following groups to fulfil the needs of the action or project.

1. **Commissions** (G-3.0109) The Session may establish administrative commissions to undertake particular tasks on its behalf. When established, commissions will be given 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.
2. **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.

3. **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.
4. **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.

Formation

Chapter 4 – Adult Ministry Committee

4.1 Committee/Staff Involvement and Duties

Primary – Senior Pastor. Committee members typically divide up the contacting and arrangements of speakers and provide for hosting and introductions at events.

4.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

4.3 Purpose

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

4.4 Responsibilities

1. Plan and manage the Adult Education Programs, Ministries, Classes – including literature and other seminars.
2. Organize and present a Sunday Enrichment program.
3. Coordinate with Pastors for a Wednesday afternoon or evening in-depth program.
4. Support the Didier Seminar Committee.

4.5 Guidelines

1. Develop communication pieces that describe programs, classes, and seminars, 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.

4.6 Responsible for Reporting/Assisting

- | | |
|--|------------------------------------|
| 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. Calvin W. Didier Annual Seminar on Religion and Contemporary Thought Fund (see Endowment Policy Appendix) | 8. Library Committee |

4.7 Meetings

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

Chapter 5 - Arts Committee

5.1 Committee/Staff Involvement and Duties

Primary – Senior Pastor. Secondary – Hope Arts Executive Director. 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.

5.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

5.3 Purpose

Provide the congregation with visual, sculptural, and architectural arts and standards.

5.4 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 staff, Session and Trustees on the use, placement, care and disposition of the church's art and sculpture.
4. 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.
5. 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.

5.5 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 currently serving 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.

5.6 Responsible for Reporting/Assisting

Restricted Endowment Arts Memorial Fund

House of Hope Art Gallery Ministry Fund (See Endowment Policy)

5.7 Meetings

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

Chapter 6 - Children, Youth, and Family Ministry Committee

6.1 Committee/Staff Involvement and Duties

Primary – Director of Children and Family Ministry; Director of Youth and Family Ministry. Secondary – Senior Pastor. Committee members typically assist and are present for special programs. Committee members typically act as chaperones for events, mentoring for confirmation, arranging for and assisting with youth activities.

6.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

6.3 Purpose

Provide spiritual and educational support programs for our congregation's children, youth and their families.

6.4 Responsibilities

1. Provision of nursery services for children newborn to age 2.
2. Provision of spiritual development and education programs for ages 2 through 8th grades.
3. Provide special education, enrichment, service and social opportunities for children and families.
4. Support Confirmation activities for 9th Grade communicants.
5. Support the activities of the middle and high school youth, including Tween's Ministry.
6. Support Sunday morning enrichment opportunities for youth.
7. Maintain a connection and ministry with the congregation's college students.
8. Provide other service, recreational and spiritual growth opportunities for the youth of the church.

6.5 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.

6.6 Responsible for Reporting/Assisting

Youth Elders and Youth Deacons

The Margaret and Walter Meyers Youth Development Endowment Fund (see Endowment Policy)

6.7 Meetings

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

Chapter 7 - Worship Committee

7.1 Committee/Staff Involvement and Duties

Primary - Senior Pastor and Director of Music. Committee members typically are involved in the arrangements for communion, ushering or arranging for ushering at the committee's events.

7.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

7.3 Purpose

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

7.4 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 Choir School.
5. Cooperate with the Children and Family Ministries Committee to plan and promote children and youth in worship.

7.5 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.

7.6 Responsible for Reporting/Assisting

- | | |
|---------------------------------|-----------------------------|
| 1. Bell Choir | 5. Special Worship Services |
| 2. Carillon | 6. Communion and Baptisms |
| 3. Chapel Organ Series | 7. Choir School |
| 4. Wedding and Funeral Policies | 8. Motet Choir |

In Consultation with the Director of Music:

1. The Thomas G. Mairs Ministry of Music Fund (See Endowment Policy)
2. The Elsa and Malcolm McMillan Ministry of Music Fund (See Endowment Policy)
3. The Damberg Family Youth Choir Fund

7.7 Meetings

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

Connection

Chapter 8 – Board of Deacons

(*Book of Order*, G-2.0201)

(*Bylaws*, Art. VII)

8.1 Purpose

Ministry of hospitality, compassion and service.

8.2 Qualifications and Role of Deacons

Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment. (G-2.0201) Prior to ordination and installation, each new Deacon must answer the constitutional questions affirmatively as provided in the *Book of Order*, W-4.0404. 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)

8.3 Composition

60 Deacons (3-year regular term)

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

Associate Pastor for Spiritual and Community Care to act as advisor

8.4 Deacon Officers

Moderator

Vice Moderator

Session Liaison (As determined by the Board)

Secretary

8.5 Responsibilities

1. Support the goals of the congregation as established by the Session.
2. Provide ushers and support services of worship.
3. Support hospitality at congregational special events.
4. Provide support for the integration of new members into the House of Hope community.
5. Provide intercessory prayer in support of expressed congregational needs.
6. Provide input into the annual operating budget as developed by the Session.
7. Elect its own officers and committee chairs.
8. Perform other duties as delegated by the Session.

8.6 To Achieve These Responsibilities

1. Participate in “Neighborhood” Ministry (A Keeping in Touch Ministry)
2. Takes part in hospitality at least one Social Event (Rally Sunday, Mardi Gras, Advent and Summer Celebrations, etc.)

3. Ushers Monthly
4. 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
5. Volunteer for Funeral Services

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

8.7 Other Committee Opportunities

1. Intercessors Guild - Intercessors pray one day each month for members of our church and community. Intercessors meet once yearly to coordinate the schedule.
2. Be a Deacon Representative on a Session Committee, i.e. Community Action, Worship Committee, Children, Youth, and Family Committee.

8.8 Other Ministries of Care

Stephen Ministry Program, Faith and Fibers, Mission Sewing

8.9 Meetings

The Board of Deacons will meet at least quarterly, with additional meetings as necessary at the call of its Moderator. The meetings called will take place on the first Tuesday of the month, unless otherwise noted. Special meetings may be called pursuant to the Bylaws.

8.10 Staff

Associate Pastor for Spiritual and Community Care

Chapter 9 - Community Action Committee

9.1 Committee/Staff Involvement and Duties

Primary – Clergy and Staff. Committee members typically visit, screen or research programs seeking financial assistance from the church. Committee members organize activities the committee has chosen, develop information and communicate to the boards and congregation and provide liaison with the Adult Ministry committee.

9.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

9.3 Purpose

Plan and administer the congregation's mission and outreach programs and provide a strong presence and relevant actions to fulfill the church's historic peace and justice missions. Plan and administer the congregation's commitment to Earth Care.

9.4 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 and administer the congregation's scholarship program.
5. Provide a church forum for peacemaking and justice issues.
6. Identify issues in which advocacy is needed.
7. Provide information and education for the congregation.
8. Bring to the attention of the congregation opportunities for advocacy.
9. Respond to local, national and international issues that affect the church, eliciting its response.
10. Take steps to continue qualification and application to be an Earth Care Congregation.
11. Manage the expenditures in the budget assigned to the committee.

9.5 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. Operate in a non-partisan manner recognizing that people of goodwill, found in both and all political parties, are interested in peace and justice but may differ in approach and solutions.

6. Arrange representation to the Adult Ministry Committee and work with that committee on any forums or sessions for the congregation.

9.6 Community Action Sub-Committees

1. Community Action Fund

This is an opportunity to learn more and become acquainted with some of the non-profits in our community. This committee reviews requests for funding and makes decisions about how to disburse about \$60,000 per year. The committee meets 4-5 times between April and October or until funding is all disbursed. Sometimes site visits are scheduled to visit these partners in the community to learn more about them and see their work in action. Attending these visits is encouraged but not required.

2. Houses of Hope Endowment Fund

Participating on this committee is an opportunity to learn more about the housing needs of our community and to get to know those non-profits who are helping to keep our neighbors housed. This committee reviews requests for funding and generally has about \$100,000 to disburse each year. The committee meets 3—4 times between April and September or until all the funding is granted. Sometimes site visits are scheduled to visit these partners in the community to learn more about them and see their work in action. Attending these visits is encouraged but not required.

3. House of Hope Drives and Food Delivery

This is an opportunity to help with the collection and delivery of specific types of items to neighbors in the community. There are 3-4 specific drives during the year: **March for Food Collection** (food and funds are split between neighborhood House and Hallie Q Brown), **August for School Supplies** for Interfaith Action to disburse, and **October-November for Winter Clothing** which is disbursed to a variety of our community partners. In addition, this committee will make monthly (or as needed) food deliveries to Neighborhood House or Hallie Q . Brown. There are no regular meetings, as most work is organized by e-mail and the committee members meet if needed to help sort or deliver donated items.

4. Earth Care

House of Hope is certified as an Earth Care Congregation of our denomination. The Earth Care team seeks ways to decrease the church's carbon footprint and educate the congregation about ways we can all live more sustainably. The House of Hope team is part of a coalition of six neighborhood churches that launched the "Eco Fair on Summit" in 2025 as an annual event. An Earth Care column is included in each issue of the *Anchor* to inform and inspire. The group collaborates with church staff to implement new programs and initiatives. There are no regular meetings. Volunteers are needed for the Eco Fair and occasionally for other activities or events.

5. Matthew 25 Implementation Team

This group seeks to identify and implement ways to improve HOH's culture to live out the Gospel based on Matthew 25. The group explores ways to build congregational vitality, dismantle structural racism and eradicate systemic poverty by looking both at how we function together as a faith community and how to we connect with the larger community in living these values. We meet together once a month for 1.5 hours (time varies) but also divide up tasks to be done between group meetings.

6. Beacon Interfaith Housing Collaborative Team for housing advocacy

With the support of Beacon staff and together with congregations throughout the metro, the HOH Beacon team advocates for affordable housing through actions at the local, state, and federal level to promote laws and funding that promote affordable housing. Beacon hosts monthly Rent is Due calls, conducts training, and is part of the yearly Homeless Day on the Hill all motivated by our shared belief that housing is a right and everyone deserves a home. Together with the Community Action Committee, the Beacon team also co-sponsors a warm clothing drive in the fall and this year co-sponsored a drive for welcome home supplies for new residents at Prior Crossing. We have been grateful for the abundance of gifts for these drives from the congregation.

There are other ways to get involved in the work of this committee including Faith and Fibers, Mission Sewing, Loaves and Fishes, Christmas Sponsor-A-Family, Summer Faith Builders (a Habitat for Humanity project), and semi-annual American Red Cross blood drives held at the church.

9.7 Responsible for Reporting

25% of PCUSA World Communion Offering for local distribution at the committee's discretion.

The Houses of Hope Fund (see Endowment Policy)

David and Nancy Van Dyke Scholarship Fund (see Endowment Policy)

9.8 Meetings

The Community Action Committee will meet at least quarterly at the call of its chair.

Resources

Chapter 10 - Board of Trustees

(Book of Order, G-4.01, G-3.02)

(Bylaws, Art VI)

10.1 Purpose

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

10.2 Qualification of Trustees

Trustees commonly have special knowledge and skills in the areas of finance, investment, law, insurance, architecture and engineering. Prior to installation and in addition to the constitutional questions as provided in the Book of Order, W-4.0404, each Trustee must answer the following question affirmatively: *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?*

10.3 Composition

12 Trustees

10.4 Trustee Officers

The President, Vice President, Secretary and 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. A Legal Counsel will be contracted from an outside firm for consultation and assistance as needed.

10.5 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 ex officio on all committees of the Board of Trustees.
6. Official Signatory.
7. Attend meetings of the Session or assign a Session Liaison officer from the Board.

10.6 Vice President

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

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

10.7 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.

10.8 Legal Counsel

The Legal Counsel will be contracted by the Board of Trustees from an outside independent practicing lawyer or law firm. The Legal Counsel must be a lawyer practicing as a member of the Minnesota Bar. This counsel will be retained as consultation and assistance is needed at the discretion of the Board of Trustees and/or Session.

10.9 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. Work with Finance Committee to develop 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 Finance Committee.

10.10 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.

10.11 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.

10.12 Meetings

The Board of Trustees will meet at least quarterly, with additional meetings as necessary at the call of its President. The called meetings will take place on the second Friday of the month, unless otherwise noted. Special meetings may be called pursuant to the Bylaws.

10.13 Quorum

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

10.14 Committee 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 on the committee pages of this manual.

10.15 Committee 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. Financial policies only?
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.

10.16 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.

10.17 Committee 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.

10.18 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.

10.19 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.

10.20 Responsible for Reporting/Assisting

In consultation with Clergy:

1. Scholarship Fund for students preparing for Presbyterian ministry and service.
(See Endowment Policy)

Chapter 11 - Development Committee

11.1 Committee/Staff Involvement and Duties

Primary - Director of Development. Secondary – Senior Pastor. Committee members typically are involved with communication planning, telephone and other contacts with members and newly joining members.

11.2 Members

All Session Committees contain an Elder Chair or Co-Chairs, Elders, and Congregational Members as determined by the Committee Chair, Clerk of Session, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

11.3 Purpose

Encourage the congregation to contribute time, talent and financial resources to support the work of the church. Encourage bequests, planned gifts, and gifts to the endowment fund of the Church.

11.4 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.
5. Encourage bequests, planned gifts, and gifts to the Endowment Fund of the Church.
6. Educate the congregation about the Endowment Fund.
7. Establish a process for the review of all gifts and bequests offered.
8. Make recommendations to the Board of Trustees and/or the Session for acceptance of such gifts.
9. Acknowledge gifts and recognize donors.
10. Comply with both the letter and spirit of all applicable federal and state laws and regulations
11. Report to the Trustees
12. Report to the Session
13. Make recommendations to the Board of Trustees and Session regarding acceptance of gifts.

11.5 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. Plan the annual pledge drive so that every member of the congregation makes a pledge of time, talent and money.
3. Conclude the annual pledge drive in time for its results to be a key component of the finalized budget.
4. Work with the Children and Family and Youth Committees to cultivate the practice of stewardship among children and youth of the church.
5. Contact new members concerning their responsibility to support the church financially.

6. Promote stewardship awareness on a year-around basis.
7. Acknowledge endowment gifts to the Church, as appropriate, and in accordance with the spirit of the gift and the wishes of the donor.
8. Review offered gifts with appropriate staff clarifying details and possible restrictions.
9. Seek the assistance of the Arts Committee regarding the acceptance of gifts of personal property, particularly art, antiques, and personal effects.
10. Oversee the expenditure of the committee's budget, justify and request any needed increase during the operating year.
11. Prepare a calendar of the committee's yearly activities.

11.6 References

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

11.7 Responsible for Reporting/Assisting

1. Anchor Society
2. Gift Acceptance Policy
3. Policy for Use of the Endowment fund
4. Statement of Purpose of Endowment Fund

11.8 Meetings

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

Chapter 12 - Finance Committee

12.1 Committee/Staff Involvement and Duties

Primary – Associate Executive Pastor, Director of Finance. Secondary – Senior Pastor, Director of Development. Committee members typically prepare communication and presentation materials with staff assistance.

12.2 Members

Elder, Chair

Treasurer

Investment and Audit, Chair

Development Committee, Chair

Committee Members as needed

Staff

12.3 Purpose

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

12.4 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. Prepare Financial Data for the Annual Meeting.

12.5 Guidelines

1. The Finance 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.

12.6 Responsible for Reporting/Assisting

Annual Budget

Committee Budgets

12.7 Meetings

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

Chapter 13 - House, Property, and Insurance Committee of the Trustees

13.1 Staff

Primary – Associate Executive Pastor, Facilities Manager

13.2 Members

All Trustees Committees contain a Trustee Chair or Co-Chairs, Trustees, and Congregational Members as determined by the Committee Chair, President of Trustees, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

13.3 Purpose

To provide the management of real and personal church property.

13.4 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 Director.
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-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 House and 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. Report to the Session annually that insurance coverage is adequate.
9. Provide appropriate technology to support the church’s operations and outreach.
10. Oversee administration of the Memorial Garden. Develop for Session approval and maintain policies and procedures concerning the Memorial Garden.
11. Assess ongoing space use optimization and needs for additional space and facilities. Develop for Session approval policies for facilities use by outside groups.

13.5 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.

13.6 Responsible for Reporting/Assisting

Arts Committee (communicate and cooperate on art related goals)

Facility Use Policy

Memorial Garden Policy

13.7 Meetings

The House, Property and Insurance Committee will meet at least quarterly at the call of its chair.

Chapter 14 - Investment and Audit Committee of the Trustees

14.1 Staff

Primary – Associate Executive Pastor; Director of Finance. Secondary – Senior Pastor

14.2 Members

All Trustees Committees contain a Trustee Chair or Co-Chairs, Trustees, and Congregational Members as determined by the Committee Chair, President of Trustees, and Clergy. Note: The number of members assigned to each committee is the minimum number to operate the committee effectively. Additional Elders, Trustees, Deacons, or congregational members may be assigned as needed.

14.3 Purpose

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

14.4 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
4. Fund and other special funds.
5. Research and recommend to the Session a prudent annual draw from the Endowment Fund.
6. Provide an annual recommendation to the Board of Trustees of funds available to support
7. operations if such funds are needed.
5. Prepare the funds management portion of the annual financial report to the Session.
6. Review the effectiveness of financial management and auditing services employed by
8. the church.
9. Select and oversee an independent public accounting firm to provide an audited investment financial statement of the church's financial condition at least annually.
10. Select an independent firm of professional asset managers to advise the committee and to manage the Endowment Fund.

14.5 Guidelines

1. Establish asset allocation guidelines for the Endowment Fund with the advice of the fund managers.
2. Review the effectiveness of fund management at least quarterly and report to the Trustees.
3. Audit and funds management organizations chosen must present no conflict of interest with any member of the Board of Trustees or the Treasurer.
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.
6. Maintain a permanent file of relevant committee policies, actions, activities, and programs to ensure the continuance of this committee.

14.6 Responsible for Reporting/Assisting

Investment Management Policy

Annual Audit

14.7 Meetings

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

Chapter 15 - Long-Range Planning Committee

15.1 Committee/Staff Involvement and Duties

Primary – Senior Pastor. Committee members are typically responsible for developing documents, summaries and communication with the church's boards.

15.2 Members

Members will be selected by the Senior Pastor and commissioned by Session to meet the needs of particular long-range planning goals as outlined by the Senior Pastor.

15.3 Purpose

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

15.4 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.

15.5 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.

15.6 Meetings

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

Chapter 16 - Staff Support Committee

16.1 Committee/Staff Involvement and Duties

Primary – Senior Pastor. Secondary – Director of Finance. Staff typically are involved with advice and communication and occasionally interviewing.

16.2 Members

Senior Pastor

Director of Finance

Elder Chair

Elder, Deacon, and Trustee representatives

Congregational (1) (selected only from among retired Elders and Trustees)

Clerk of Session, ex officio

16.3 Purpose

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

16.4 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 Senior Pastor Head of Staff develops fair and equitable compensation for all employees annually.
4. Recommend changes to pastors' terms of call to the Session and congregation.
5. Annually review compensation as needs arise in collaboration with the Senior Pastor for other professional staff.
6. Report to Session that compensation has been reviewed and approved and recommended in lump sum in the annual operating budget approved by Session and reported to the congregation.
7. Review proposed changes in the staff benefits package.
8. Ensure that the performance of church staff members is reviewed periodically.
9. Review, support, and advise the Senior Pastor's proposals for hiring and dismissal of church professional staff.
10. Provide recommendations to the Session for Interim Pastor or Interim Associate Pastors when required.
11. Communicate with the Presbytery's Commission on Ministry in matters relating to staff clergy except on those matters under the purview of a Pastoral Nominating Committee.

16.5 Guidelines

1. Work closely with the Senior Pastor and staff 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 Senior Pastor and staff.

3. Review at least annually the Senior Pastor's responsibilities, performance and adequacy of compensation.
4. Provide support for the Senior Pastor on each professional and non-professional staff employee's performance, concerns, expectations and compensation as needed.
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. Work closely with the Pastor to support a safe and congenial work environment for the physical safety, occupational health, wellness and mental health of all staff members.

16.6 Meetings

The Staff Support Committee will meet at least quarterly at the call of its chair.

Chapter 17 - Hope Arts Center - A Nonprofit Partner Foundation of the House of Hope Presbyterian Church

17.1 Director/Staff Involvement and Duties

Primary – Executive Director. Secondary – Senior Pastor

17.2 Board of Directors

Executive Director, Hope Arts Center

House of Hope Senior Pastor and Head of Staff, ex-officio

House of Hope Director of Music, ex-officio

President of House of Hope Board of Trustees, ex-officio

Members of House of Hope as appointed by Session

Community members appointed by Hope Arts Center Board

17.3 Overview

Hope Arts Center (HAC) is an independent nonprofit organization established in partnership with The House of Hope Presbyterian Church (HOH). The Executive Director is responsible for the leadership, administration, programming, fundraising, partnerships, and day-to-day operations of Hope Arts Center and works collaboratively with House of Hope staff and leadership.

During Hope Arts Center's initial development and growth period, the Executive Director of Hope Arts Center remains an employee of House of Hope. In this capacity, the Executive Director leads the development and operation of Hope Arts Center while continuing to work within the House of Hope staff structure.

Hope Arts Center has established a five-year organizational and financial development plan designed to progressively build the contributed and earned revenue necessary to support its programs, operations, and staffing. As Hope Arts Center develops sufficient financial capacity, the organization is expected to assume responsibility for its own staffing and related operating expenses.

The Hope Arts Center Board of Directors provides governance, fiduciary oversight, strategic guidance, and support for the mission and long-term sustainability of the organization. Coordination with House of Hope staff is essential in areas involving facilities, scheduling, communications, shared programs, and other campus operations.

17.4 Purpose

What: Hope Arts Center activates the House of Hope campus as a vibrant community resource through arts, culture, education, wellness, and community engagement. Hope Arts Center develops programs and partnerships that welcome both the House of Hope congregation and the broader community, expand the use and visibility of the campus, foster meaningful community connections, and generate new audiences and sources of support.

Why: Hope Arts Center provides an organizational structure through which the House of Hope campus can serve a broader community through arts, culture, wellness, education, and community engagement. As a separate nonprofit organization, Hope Arts Center can develop external partnerships, audiences, funding sources, and programs beyond the scope of traditional church programming, while advancing a shared commitment to community connection and meaningful use of the House of Hope campus.

17.5 Responsibilities

1. Develop and present high-quality arts, cultural, educational, wellness, and community programs consistent with the mission of Hope Arts Center.
2. Build partnerships with artists, arts organizations, educational institutions, community organizations, and other nonprofit and civic partners.
3. Develop new audiences and increase community engagement with the House of Hope campus.
4. Oversee Hope Arts Center programs, including artist and partner relationships, contracts, event production, marketing, ticketing, and audience development.
5. Develop contributed and earned revenue through individual giving, grants, sponsorships, rentals, partnerships, ticket sales, program fees, and other appropriate sources to support the programs, operations, and long-term sustainability of Hope Arts Center.
6. Seek external funding, partnerships, and other resources that benefit the broader House of Hope campus and areas of shared interest, including the preservation and enhancement of its historic architecture and grounds; the care, preservation, and use of its significant musical instruments and cultural assets; and the development and growth of House of Hope programs and collaborative initiatives.
7. Coordinate Hope Arts Center activities with the House of Hope master calendar and appropriate church staff to ensure effective use of facilities and campus resources.
8. Collaborate with House of Hope on programs and initiatives where the missions and interests of the two organizations intersect.
9. Develop long-range plans for the growth, sustainability, and community impact of Hope Arts Center.

17.6 Guidelines

1. Hope Arts Center programs should advance its mission of creating connection and community through arts, culture, wellness, education, and shared experiences.
2. Programming should seek to serve a broad and diverse community while complementing the mission, programs, and activities of House of Hope.
3. Use of House of Hope facilities will be coordinated with appropriate church staff and the master calendar, with primary consideration given to worship, congregational activities, facility requirements, staffing, security, and other campus needs.
4. Hope Arts Center will maintain its own governance, financial records, fundraising activities, contracts, and organizational responsibilities as an independent nonprofit organization, while maintaining a collaborative relationship with House of Hope.
5. Hope Arts Center and House of Hope leadership will communicate regularly regarding shared priorities, campus operations, major programs, and opportunities for collaboration.

17.7 Governance and Meetings

The Hope Arts Center Board of Directors meets regularly in accordance with its bylaws and is responsible for the governance and fiduciary oversight of Hope Arts Center.

The Executive Director works with the Board to develop organizational strategy, annual priorities, budgets, fundraising plans, and program goals, and communicates regularly with appropriate House of Hope leadership regarding matters affecting the shared campus and collaborative initiatives.



HOUSE OF HOPE

PRESBYTERIAN CHURCH

