

# **Session Committee Structure and Responsibilities**

## ***Tuckahoe Presbyterian Church***

### **Administration and Human Resources**

- Supporting church administration staff in all areas of administration
- Computers and other office equipment
- Approval of building use by Members or community groups
- Aiding in staff recruitment and development
- Assessing the performance of personnel

### **Christian Formation**

- Planning and staffing Sunday school
- Planning and staffing Vacation Bible School
- Planning Confirmation classes
- Plan and organize three or four special events during the year

### **Fellowship**

- Organize and recruit volunteers for fellowship hour after Sunday service
- Identify groups in the church that might benefit from targeted fellowship opportunities
- Plan periodic Fellowship Events

### **Membership**

- “Marketing” and communicating with non-members
- Facilitating new member classes with staff
- Integrating and nurturing new members
- Engaging inquirers and seekers and new Christians with educational and worship activities

### **Outreach**

- Dispersing financial support to local, national, and world mission agencies
- Developing and promoting the mission education program of the church
- Providing and promoting opportunities for hands-on mission experience

### **Property**

- Maintaining and being stewards of all of church buildings
- Coordinating and overseeing church renovation projects
- Maintaining and being stewards of church grounds
- Overseeing acquisitions

### **Stewardship and Finance**

- Encouraging and fostering stewardship through the establishment of annual pledges and periodic capital campaigns
- Establishing and maintaining the budget
- Overseeing bookkeeping

### **Worship**

- Overseeing music programs and ministries
- Coordinating the creation and display of church banners
- Scheduling of Communion and Elders to serve
- Preparing sanctuary for special services (Thanksgiving, Christmas Eve)—decorating the altar, purchasing poinsettias, scheduling Advent lighters and readers)