

SAINT JAMES PRESBYTERIAN CHURCH

ELECTION OF OFFICERS

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Prepared by the Nominating Committee

SAINT JAMES PRESBYTERIAN CHURCH

ELECTION OF OFFICERS

INFORMATION SHEET

The duties and responsibilities of the officers are presented in the form of excerpts from the Book of Order. The following characteristics shall be representative of persons elected to serve as elder.

ELDER

It is the duty of elders, individually and jointly, to strengthen and nurture the faith and life of the congregation committed to their charge. Together with the pastor, they should encourage the people in the worship and service of God; equip and renew them for their tasks within the church and for their mission in the world; visit and comfort, and care for the people, with special attention to the poor, the sick, the lonely and those who are oppressed. They should inform the pastor and the session of those persons and structures that may need special attention. They should cultivate their ability to teach the Bible. Those duties which all Christians are bound to perform by the law of love are especially incumbent upon elders because of their calling to office and are to be fulfilled by them as official responsibilities (Book of Order).

The Session meets the second Tuesday of each month at 6:30 p.m. There are also occasions when the Session must attend special meetings called by the Moderator or meet directly after a Worship Service to receive a new member into the church. The pastor serves as Moderator to the Session and the Clerk of Session records the Minutes for all meetings.

Elders serve Communion on the first Sunday of each month at both the 8:00 a.m. and 11:00 a.m. Worship Services. Elders rotate serving communion at the 8:00 a.m. service. The participation of all elders is required at the 11:00 a.m. service or during a combined worship service. The serving of Communion includes serving to members who are on the forget-me-not list and is served on the Sunday of Communion.

Elders have liaison responsibilities and work within one of several ministry areas including Worship, Fellowship, Evangelism, Administration, and Ministry. Elders are assigned chairmanship of committees that fall within each area.

Elders are responsible for coordinating various aspects of the Morning Worship Services, such as liturgists, reading of scriptures, morning prayer, etc. Additionally, elders periodically serve as commissioners to Presbytery meetings.

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The duties and responsibilities of the officers are presented in the form of excerpts from the Book of Order. The following characteristics shall be representative of persons elected to serve as deacon.

DEACON

The office of deacon, as set forth in the Scriptures, is one of sympathy, witness and service after the example of Jesus Christ. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, warm sympathies and sound judgement should be chosen for this office. It is the primary duty of deacons to minister to those who are in need (the sick, the friendless, and to any who may be in distress). They shall also assume such other duties as may be delegated to them by the Session (Book of Order) G-6.0402.

Deacons are divided into three teams, which serve the church on rotating weeks. On Sundays, they arrive at the church at 7:30 AM in order to prepare the church for the day's services. They are on call from Sunday through the following Saturday. They are responsible for serving for any special services, i.e. funerals and revivals, which may occur during their rotation. In addition, it is the responsibility of deacons to usher, collect offerings, count offerings, attend monthly meetings and meetings called by the Moderator, visit the sick and shut-in at least quarterly, perform service projects, extend courtesies to the congregation, reserve pews when necessary, prepare the church for worship services, welcome and seat worshippers. The Session and board of Deacons meet together at least once a year, as required by the Book of Order (G-6.0404).

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The duties and responsibilities of the officers are presented in the form of excerpts from the Book of Order. The following characteristics shall be representative of persons elected to serve as trustee.

TRUSTEE

The power and duties of trustees shall not infringe upon the powers and duties of the Session or of the Board of Deacons. Trustees shall have the following powers: to receive, hold, encumber, manage and transfer property (real or personal) for the church; to accept and execute deeds of title to such property; to hold and defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the Session and under the provisions of the Constitution of the Presbyterian Church, U.S.A., provided further that in buying, selling and mortgaging real property, the trustees shall act only after the approval of the congregation granted in a duly constituted meeting (Book of Order).

The Trustee Board has a variety of caretaking responsibilities, i.e. grounds, equipment, office equipment (copiers, computers, telephones), bus upkeep, inspection and repair, furniture and furnishings, contacts, keys, inventory, security, insurance, etc. Members of the Trustee Board are also responsible for opening and closing the church building for planned activities on Sunday afternoons and evenings. The responsibilities are often handled by subcommittees formed by the Trustees so that careful and thorough attention can be given to these diverse duties.

It is vitally important for a trustee to have a flexible schedule and a deep sense of commitment to the church.