

Chairing Committees in the Presbytery of Carlisle

Leadership - The chair is the spokesperson for the committee and the coordinator of the work of the committee.

Newly elected members - The chair is responsible for notifying newly elected members about the meetings of the committee.

Sexual Misconduct Policy - The Sexual Misconduct Policy of the Presbytery of Carlisle requires that the policy be distributed to members of all presbytery committees and that the signature page (Attachment A) be obtained and filed with the stated clerk. In addition, a completed Attachment C must be collected for all non-minister members of the committee and filed with the stated clerk. If a person has completed the forms when serving the presbytery previously, that is sufficient. Committees using volunteers, including those receiving honorariums, shall secure screening for sexual misconduct of all volunteers through the use of Attachment C which is to be filed with the stated clerk.

Quorum for committees - The quorum for each committee may be different and can be found in the Leadership Handbook of the presbytery. If a quorum of the membership is not present and the action requires immediate recommendation to the presbytery, the members present can form the recommendation, but must inform the presbytery, when the item is presented, that a quorum was not present. If a committee is authorized to act on behalf of the presbytery, a quorum must be present to take such action.

Minutes - The chair is responsible for recording, or appointing another person to record, the minutes of the committee. A copy of all minutes must be delivered to the presbytery office if the minutes are not distributed through the office. The recorder/secretary may choose to have the presbytery office distribute minutes or directly email to committee members personally. The Associate for Communication and Office Management's email (ssouder@carlislepby.org) and the stated clerk's (sclerk@carlislepby.org) should be included with committee members if the minutes are emailed directly by the secretary.

Office support - The Associate for Communication and Office Management is available to assist committees with mailings, minutes, brochures, statistics, mass e-mailing, flyers, material reproduction and putting information on the presbytery's web site. Because the Associate for Communication and Office Management is familiar with the office equipment and the office's reproduction capabilities, consultation with this individual will be most helpful in meeting committee needs in a timely way and in coordination with the rest of the office schedule.

Meeting Notices - Notices can be mailed or emailed through the presbytery office by contacting the Associate for Communication and Office Management. Chairs may choose to send their own meeting notices, but should add the Associate for Communication and Office Management's email to the notice.

Calendar - Meetings in the presbytery office need to be scheduled with the Associate for Communication and Office Management. Since meeting space is shared with the Synod, scheduling committee meetings for the year will ensure your committee of the availability of the space. Removing a meeting is easier than trying to add an unscheduled one. In considering schedules, check the calendar on the presbytery web site. Please check with the Associate for Communication

and Office Management regarding requests for additional meeting space as soon as possible.

Deadlines - Information for the presbytery packet must be in the office no later than one week prior to the stated meeting, if reproduction is necessary. Items ready for insertion into the presbytery packets may be delivered by Thursday of the week prior to the stated meeting. Presently, 150 copies are needed.

Informational reports to presbytery - Committees may present a written report for information that will be included in the presbytery meeting packet. A time for highlights from committees is provided at each regular meeting. A chair or representative from the committee has one minute to highlight a written report in the packet or present other highlights verbally. Packets are collated the Friday prior to the presbytery meeting unless otherwise notified. If information needs to be included from your committee, please have it to the Associate for Communication and Office Management no later than the Tuesday before the collation date.

Requesting docket time for a recommendation or to provide information - The request must be made to the Coordinating Council through the stated clerk by two working days before the meeting of the Coordinating Council for proposing the docket. The request shall include the item(s) to be addressed, whether it/they are for vote or information, the length of time needed to present and act! if needed, on the report, and the name of the person that will present the report. For recommendations, the written report needs to accompany the request so that it can be sent with the docket. An information report needs to be in the presbytery office the Wednesday before the presbytery meeting, so that it can be copied and included in the meeting packet.

Annual reports - The Coordinating Council expects an annual report from committees to assist in the council's responsibility of managing "the design and plans of the presbytery, adhering to the mission statement and the three guiding principles of the presbytery."

Mailboxes - A mailbox will be available to chairs who want to take advantage of such. Providing this service has proved to be good stewardship particularly because many of the items received are not of an urgent nature. A chair may also choose not to use a mailbox. If this is the chosen method or if a chair who has a mailbox received urgent mail, an email notice will be sent to notify receipt. As the chair requests, the mail will be faxed, emailed, or snail mailed. For folks not using mailboxes, non-urgent mail will be held and sent quarterly.

Newsletter - The editor of *Faithways* is the Associate for Communication and Office Management. *Faithways* is published five times yearly following the stated presbytery meetings. The deadline for material is five working days after the presbytery meeting. If a committee would like to highlight something for an issue, please be in touch with this individual.

Vouchers - Vouchers shall be prepared for all disbursements of funds, except employee payroll, in order to maintain proper control. When approving a voucher, one is certifying the acceptability of the expenditure for the presbytery. Vouchers are intended to cover expenditures within budgeted levels. Those that involve expenditures in excess of budget shall be approved by the treasurer or executive presbyter. Those involving significant overruns or controversial expenditures shall be approved by the Administration Committee. The cost of meals for committee members shall not be reimbursed unless the executive presbyter gives approval. All vouchers may be approved by the following: executive presbyter, associate for congregational service, new church development

director, treasurer, stated clerk or chair of the appropriate committee. (Note - the committee chair may appoint an alternate if properly recorded in the committee's minutes.) Vouchers can be downloaded from the presbytery's web site, www.carlislepby.org.

Registration for events - The presbytery office does not process cash. For all event planning, committees are strongly advised to use advance registration by check through the presbytery office.

Yearly organizing meeting - At the yearly organizing meeting, chairs shall ensure: 1) that all members have completed Attachment A and Attachment C, if applicable, of the Sexual Misconduct Policy; 2) that calendar dates are set and given to the Associate for Communication and Office Management; 3) that the recorder/secretary for the committee is determined; 4) that the use of expense vouchers is explained; and 5) that committee members are reminded that the presbytery office only processes checks.

Publicity - Committee members may choose to create their own publicity for presbytery events rather than request presbytery office staff assistance. Please refer to the guidelines for publicity posted on the FORMS page of the presbytery's web site when creating these documents. A copy of the publicity should be emailed to the Associate for Communication and Office Management.