



Westminster Presbyterian Church

come encounter grow serve

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ELDER EXPECTATIONS

If you are being asked to serve as an elder, it is because the members of the Nominating Committee have discerned that God is calling you to serve. They see in you a strong faith, a willingness to wrestle with important questions, and a passion for the church. Elders are the spiritual leaders of the congregation who together, along with the pastors, seek both to serve and lead the church, while remaining deeply connected to the guidance of the Spirit. At their meetings, elders pray for the congregation, seek God's guidance and wisdom through discussion and study, and conduct the necessary business of the church. As part of their ministry, elders serve on one Committee or Task Force providing leadership and ensuring that committees and Session remain connected. During their three-year term, elders are responsible for ensuring the church is living out its Core Values and Vision, even as they discern together through prayer and study what new things God is calling the church to do.

Officer Training: As part of your call to serve, you will be required to attend officer training sessions to be scheduled between late October and early December. During these sessions you will get to know the leaders with whom you will serve, learn the nuts and bolts of service, and create a statement of faith. These training sessions will be followed by a conversation with the Session where you will share your statement of faith and discuss your call to serve.

Spiritual Requirements: At your instillation and ordination, you will be asked the following questions, along the questions of ordination that be will discuss and studied as part of your training: Will you be a faithful elder, watching over the people, providing for their worship, nurture and service? Will you share in government and discipline, serving in governing bodies of the church, and in your ministry will you try to show the love and justice of Jesus Christ?

Practical Requirements: In addition to saying 'yes' to the questions of ordination and installation, you would be expected to:

- 1 Pray for the congregation on a weekly basis as part of the Intercessory Prayer Team, seeking God's wisdom and guidance as you lead the church.
- 2 Serve on a committee or task force of the church.
- 3 Attend monthly Session/committee meetings that are held on the fourth Tuesday of the month from 7:00 – 8:30 p.m. There is no scheduled meeting in July.
- 4 Make a pledge to support the work and ministry of the church.

Thank you for considering service to God and others through this important ministry.

DEACON EXPECTATIONS

If you are being asked to serve as a deacon, it is because members of the Nominating Committee have discerned that God is calling you to serve. Together with the pastors and others, deacons extend hospitality and minister to those who are in need, expanding the circle of caring at Westminster to include any who may be in distress both within and beyond our community of faith. The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ.

During their two-year term, deacons plan and implement meals for the congregation; provide funeral hospitality; pray weekly for those in need; visit home-bound members; and help with the nuts and bolts of Sunday morning activities. In their quarterly gatherings, through prayer, study, and discussion, the board of deacons seeks the guidance of the Spirit as they work to ensure everyone connected to our congregation experiences the love and grace of God.

Officer Training: As part of your call to serve, you will be required to attend officer training sessions to be scheduled between late October and early December. During these sessions you will get to know the leaders with whom you will serve, learn the nuts and bolts of service, and create a statement of faith. After the training sessions are completed, you will present your statement of faith to the Session and discuss your call to serve.

Spiritual Requirements: At your installation and ordination, you will be asked the following questions, along the questions of ordination that we will discuss in more detail at your training: Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need? In your ministry will you try to show the love and justice of Jesus Christ?

Practical Requirements:

Assist in implementing quarterly meals for the congregation.

Assist with communion preparation and cleanup (two Sundays)

Participation in ONE of the following ministries:

- 1 Bereavement ministries of church (funeral hospitality)
- 2 Befriender program (regular visitation of a homebound member)

Participation in ONE of the following ministries:

- 2 Serve as a member of an Ushering Team (8 Sundays)
- 3 Serve on a committee of the church, as a money counter, or work with our students.

All deacons will give their best effort to attend quarterly meetings of the Board of Deacons that are scheduled to accommodate individual schedules. If you have any additional questions about serving as a deacon, please contact the pastor. Thank you for considering service to the church and God through this important ministry.

ENDOWMENT TRUSTEE EXPECTATIONS

The Endowment Trust was established in 1964 to provide perpetual financial support for the furtherance of God's work at Westminster Presbyterian Church. The Endowment has been generously funded over the years by contributions and gifts from church members and friends, and by legacies and bequests, resulting from deceased members naming the Endowment Trust as a beneficiary in their wills.

The principal of the funds received by gift or legacy is invested by the Trustees, with the assistance of a financial professional, currently Tom Clark of Wells Fargo Securities. The income generated is distributed quarterly to the church for the operating budget, as well as donor-designated programs and missions. The Trustees have a fiduciary responsibility to grow the Trust and generate income for the church, while preserving the principal of the gifts.

There are seven (7) Endowment Trustees who are elected by the WPC congregation to serve staggered 3-year (renewable) terms, per the Regulations of the WPC Endowment Trust. Since the Endowment Trust was established, Trustees have served from 3 years (1 term) to 12 years (4 terms).

The current Endowment Trustees feel that the qualifications/gifts of a potential Trustee are:

- be committed to and familiar with WPC
- have an interest or experience with investing, finance, accounting and/or business management
- be available for quarterly meetings, currently held at 6pm on a weekday as agreed upon by the Trustees
- be willing to be an officer of the Trust (all Trustees are officers)
- be willing to learn how the Trust operates and committed to preserving the integrity of the Trust
- be a team player.

The duties of Endowment Trustees include:

- Attend & participate in quarterly Endowment Trustee meetings scheduled to accommodate Trustees' schedules
- Make decisions re the Trust's assets (which are managed by a professional Certified Financial Planner) to maximize their value and potential to provide income for the church while maintaining an asset allocation in compliance with the Trust's Investment Policy
- Determine annual distributions to WPC, based on performance/income generated by the Trust and the church's needs
- Monitor the activity of the Restricted Endowment Funds to ensure they are being spent according to the donors' specifications as stated in documentation establishing these funds; and promote the Endowment.

NOMINATING COMMITTEE EXPECTATIONS

If you are being asked to serve as an at-large member of the Nominating Committee for the coming year, it is because members of the current Nominating Committee have discerned that God is calling you to serve. They see in you a strong faith, a willingness to be open to God's Spirit, and a passion for the church. The Nominating Committee nominates officers to serve the church, and therefore must be willing to set aside the time prayerful to discern who has gifts for ministry.

At their meetings, the Nominating Committee prays for the congregation, seeks God's guidance and wisdom through discussion and study, conducts business as needed, and prepares for the nominating process that takes place in the fall. The Nominating Committee, in addition to the five at large members, is made up of two active elders and deacons that are chosen by their boards.

Practical Requirements: Nominating Committee will meet as needed to prepare a slate of candidates to recommend to the congregation in October. The times and locations are chosen by members of the committee to fit their schedules. A usual outline looks like the following:

April - At this meeting, members of the committee get to know one another, begin to pray for the nomination process, share their thoughts on what makes for a good officer, and hear from active elders and deacons who share with the committee their thoughts on serving the church. The committee will also consider the list of nominees generated by the current Board of Deacons and the Session.

July/August - After soliciting the congregation, the staff, and committee moderators for their nominations, the Nominating Committee will consider the names and create a list of nominees. Following the meeting, active recruitment will begin.

October - Reconvene to wrap up the process, and to reflect and pray over the list of nominees.

If you have any questions about serving on the nominating committee please contact a pastor.