

## COMMITTEE ON COMMITTEES

### A. Membership

1. The Committee on Committees shall be made up of at least three elders, three deacons, including moderator of the Diaconate, and three at-large members. Ex officio members are: Moderator of the Diaconate, Moderator of the Ushers, Moderator of Presbyterian Women, and the senior minister, who is an ex-officio member of all committees but as a non-church member does not vote.
2. The term of office for elders and deacons shall be for three years or until their term of office expires. The at-large members shall serve three-year terms. The ex officio members serve until the terms of their respective offices expire. Moderator of Presbyterian Women completes her duties as described in C.3. below; thus is not required to attend meetings per B.1. However, she may, if willing, serve at incidental times that might occur during her term.
3. The moderator of this committee shall be an elder approved by the Session.

### B. Meetings

1. The committee shall meet as necessary to fulfill their duties. Meeting(s) shall be held as soon as possible after officer elections so that committee assignments can be made and people contacted before their terms begin.
2. The senior pastor should be apprised of meetings in order to participate as he/she desires.

### C. Duties

1. The committee assigns officers and at-large members to all Session and Diaconate committees. The moderator of the Diaconate brings recommendations for the deacon assignments to the committee.
2. The Diaconate must approve the deacon assignments and the Session the elder and at-large assignments. Moderators of the Diaconate and Committee on Committees present the assignments to their respective bodies for approval.
3. Presbyterian Women assignments are filled according to the PW Manual by the PW moderator following installation of PW officers in May; she has then completed her duty as concerns the committee. The Committee on Committees moderator notifies the moderators of the church committees whose committee membership is affected by this mid-year change.
4. Communication
  - a. With new committee members. Every person to be assigned should be contacted beforehand and agree to serve, and completed committee rosters should be given to each committee moderator.
  - b. With and from all committee moderators. Committee on Committees moderator should remind committee moderators of three duties: to contact each of their committee members before their first meeting, to give copies of their respective committee descriptions and rosters to their committee members, and to make sure committee members know when their term of service on the committee begins and ends.
5. The committee shall follow committee guidelines, which are approved by the Session. The committee takes recommendations regarding any changes in the Committee Manual (a collection of all church committee descriptions) to the Session for approval.