



# Fort Street Presbyterian Church Channels of Communication

## Process for Church Member Administrative Concerns

At Fort Street Presbyterian Church, administrative/operational questions, concerns and ideas should first be addressed to the committee responsible for that function. The bedrock of the Presbyterian system are our committees. The Session authorizes the various committees to carry out the work of the church.

That means that Fort Street's committees and Work Groups are the right place to go to get answers for administrative questions or share ideas. This Channels of Communication reference has been developed to help church members know whom to call and when. This is not to discourage anyone from communicating but rather to encourage that the correct people are contacted to address a administrative/operational concern or to share an idea appropriately. **The first contact for an administrative/operational concern, question or idea is the Work Group or Committee Chair.** If an individual does not get a response from the Committee Chair contacted, one can reach out to the committee members; if there is no response at that point, one would reach out to the Clerk of Session. Individuals should not contact Pastors/staff directly for administrative/operational questions and/or ideas. **This process is for administrative/operational matters only and not pastoral concerns that should go directly to the Pastors.**

### EXAMPLES:

**Example 1:** Tree outside of the church is dying. Person calls the Facilities contact to share their concern that the tree is dying. The Facilities contact calls them back, thanks them for sharing their concern, explains to the person that the tree is owned by the city, and the city has have been contacted. There is nothing additional that can be done until we hear back from the city.

**Example 2:** You have a great idea for a new Thanksgiving worship service idea. Person emails the Worship Committee Chair to share their idea. The Worship Committee emails them back and invites them to share their idea at the next Worship Committee meeting for review by the committee. *NOTE: his is not a promise that the idea will be implemented, but it is the right place to have the conversation.*

**If there was no answer from the chair you would first go to others on the committee, and if there was no response from committee members you would go to the Clerk of session to ask that the question or issue be addressed.**



Community Life Committee:	Loretta Stanton
Board of Deacons:	Suellen Sale
Facilities Concerns:	Derek Sale
Operations Committee:	Valerie Hintzen
Nominating Committee:	Kate Callas
Open Door Work Group:	Nancy Jackson
Personnel Committee:	Nancy Jennings
Worship Committee:	Erich Hintzen
175th Anniversary Task Force:	Nancy Jackson
Sanctuary Renovation Task Force	Robb Sharrow

Clerk of Session:	Craig McLean
Session Class of 2024:	Gabby Abrego - Mark Cooke - Rob Jackson
Session Class of 2025:	Kate Callas - Qiana Lillard - Kalu Uduma
Session Class of 2026:	Kathy Evans - Valerie Hintzen - Nancy Jennings



## *Fort Street Presbyterian Church Channels of Communication*

### **Committee Directory**

#### **Community Life Committee (CLC)**

CLC supports events that help build vitality at FSPC. CLC arranges FSPC's weekly coffee hours and secures volunteers for meals/special programs. CLC identifies new mission opportunities to bring the church together outside of worship and oversees items used to support events. **Contact the Community Life chair for questions or ideas for relating to mission, special events and Coffee Hour.**

#### **Nominating Committee**

The nominating committee presents a slate of Fort Street members for election to serve the congregation for the offices of Elder, Deacon and the following year's nominating committee. **Contact the Nominating Committee Chair for questions or ideas around candidates for positions of Elder or Deacon.**

#### **Board of Deacons**

Deacons help FSPC fulfill its vision through faithfully offering a ministry of care, compassion, and service. The Deacons care for church members and friends through visits, calls, birthday cards, prayer, and access to resources as needed. The Deacons also support FSPC's monthly communion service. **Contact the Moderator of Deacons for questions or ideas for relating to member care.**

#### **Open Door Work Group**

The Open Door Work Group supports the Director of the Open Door; review program developments; monitors the resource needs of Open Door (food, clothing, volunteers, etc.); keeps the church informed about the needs of the program and program developments; and assists with periodic fundraising activities. **Contact the Open Door chair for questions or ideas for relating to the Open Door program.**

#### **Facilities Group**

The Facilities Group is a part of the Operations Committee and is tasked with overseeing the building structure and its maintenance. The Facilities group ensures the maintenance, use and improvement of the church's physical infrastructure. This encompasses routine maintenance, major repairs, safety and security. **Please share concerns, questions or ideas related to the building and property with the facilities contact.**

#### **Personnel Committee**

The Personnel Committee oversees hiring for the church's nonclergy employees, ensures compliance with all FSCP Employee Handbook policies, works with the Pastors to resolve personnel problems/issues, and develops the annual staff budget. This group also reviews the Employee Handbook and nonclergy job descriptions as needed. **Contact the Personnel chair for questions or ideas for relating to Fort Street staff.**

#### **Operations Committee**

The Operations Committee oversees the day-to-day functions, financial matters, and physical infrastructure of the church through the Facilities Group, ensuring alignment with the church's mission and vision. **Contact the chair with questions or ideas relating to church operations, financial matters and communications/public relations.**

#### **Worship Committee**

The Worship Committee helps Fort Street Presbyterian Church fulfill its vision and mission through faithful consideration and guidance of worship services, spaces, and events. The Worship Committee helps to create meaningful worship experiences, offer recommendations, and assist with the logistics of making worship happen. **Contact the Worship chair for questions or ideas for the worship experience, worship music, Christian Education, or Weddings.**