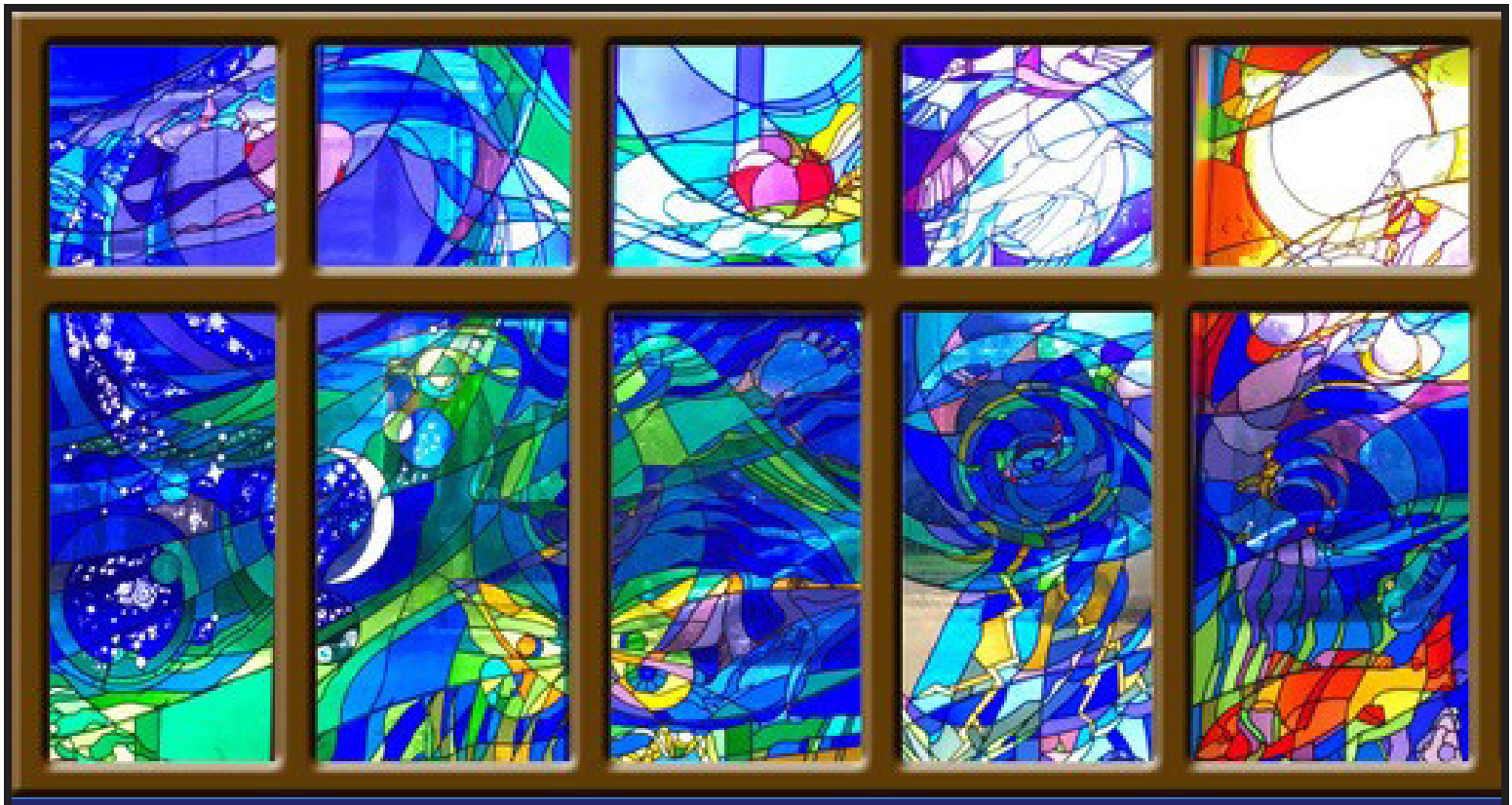

SESSION GUIDE 2026

2026

A GUIDE FOR SESSION MEMBERS

ST. CHARLES AVENUE PRESBYTERIAN CHURCH

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CHURCH STAFF

General Office Hours are Monday-Friday, 8:30 a.m.-5:00 p.m.
Main Line (504) 897-0101

Chris Currie
Senior Pastor
Phone ext: 212
Email: chriscurrie@scapc.org
Office Hours: Monday-Thursday

Sarah Chancellor-Watson
Associate Pastor for Mission
Phone ext: 217
Email: sarah@scapc.org
Office Hours: Monday-Thursday

Ashley Brown
Pastoral Resident
Phone ext: 211
Email: ashley@scapc.org
Office Hours: Monday-Thursday

Lynn Hoffman
Director of Administration
Phone ext: 215
Email: lynn@scapc.org
Office Hours: Monday-Friday

Steven B. Blackmon
Director of Music
Phone ext: 225
Email: steven@scapc.org
Office Hours: Monday-Thursday

Michele Murphy
Director of Christian Education
Phone ext: 216
Email: michele@scapc.org
Office Hours: Monday-Thursday

Chris Hazlaris
Director of Youth & Young Adults
Phone ext: 224
Email: chrishazlaris@scapc.org
Office Hours: Monday-Thursday

Katie Brendler
Assistant for Christian Education & Special Publications Coordinator
Phone ext: 223
Email: katie@scapc.org
Office Hours: Mon-Th 9-5

Emily Fleshman
Accountant
Phone ext: 213
Email: emily@scapc.org
Office Hours: Mon-Fri, 8:30-12:30

Pierce Young
Assistant to Sr Pastor
Phone ext: 112
Email: pierce@scapc.org
Office Hours: Mon, Tues, Th 11-5

Hallie Boh
Regular Publications Coordinator
Phone ext: 218
Email: hallie@scapc.org Office Hours: Mon-Fri 12-3:30

Camille Zander
Assistant to Associate Pastor & Membership Coordinator
Phone ext: 219
Email: camille@scapc.org
Office Hours: Mon-Wed 8:30-12:30

Caitlin Wallace-Rowland
Young Adult Coordinator
Phone ext: 232
Email: tyler@scapc.org

April Weiser
Operations Manager Phone ext: 214
Email: april@scapc.org
Office Hours: Mon-Wed

Miriam Hollar
Parish Associate for Pastoral Care
Phone: 231-330-5754
Email: miriam@scapc.org

Wedding Administrator
Lynn Hoffman
Phone ext: 215
Email: lynn@scapc.org
Office Hours: Monday-Friday

Sexton Supervisor
Joe Bean

Sextons
Donald R. Jefferson, Sr.
Percy Woods
Donald R. Jefferson III (3D)

Aden Program Director
Marti McEnery
Email:aden@scapc.org

**Office Hours do not include time spent in weekend worship, evening programming, or work offsite.*

2026 MEETING SCHEDULES

STEERING COMMITTEE MEETINGS

The Steering Committee consists of the Ministry Committee chairs, the Clerk and Assistant Clerk of Session and the pastoral staff. Its primary function is to define the agenda for Session meetings. Before each monthly meeting of the Session, the group receives committee reports and recommendations for Session action. The group then establishes the agenda for the upcoming Session meeting. Steering Committee emails are on Mondays , usually one week prior to the Session meeting.

SESSION MEETINGS

Session meetings are usually held each month on the 4th Monday at 6:00 p.m. in Frampton Fellowship Hall, with refreshments served at 5:30 p.m. Session members are expected to attend all Session meetings. If you're unable to attend a Session meeting, contact Pierce in the church office at (504) 897-0101, ext. 212 or pierce@scapc.org by noon on the day of the meeting to be included on the "excused" list.

2026 Dates for Steering Committee & Session Meetings

	2026 Steering Committee Emails	2026 Session Meetings	Refreshment Assignments
January	none	30/31	Retreat
February	16	23	Property
March	16	23	Personnel
April	20	27	Membership
May	11	18	Finance
June	15	22	Global Ministry
July	no meetings		
August	17	24	Congregational Care
September	21	28	Congregational Life
October	19	26	Community Ministries
November	9	19	Worship & Music
December	7	14	Spiritual Formation

CURRENT SESSION ROSTER

ELDERS

CLASS OF 2026

Jonell Quinton
Helen Barnett
Stacey Danner
Jim Carter
Russell Steele
Maureen Herring
Kay Randels
Gillian Egan
John Morton IV
Geoff Snodgrass
Stephanie Carter
Griff Thomas
Stephanie November
Mayson Buffington
Nathan Adams

CLASS OF 2027

Ed Bush
Donna Davis
Robert Edgecombe
Cathy Franklin
Caroline Gill
Rick Grubb
Jeff Mazzanti
Taylor Morison
Emma Pegues
Lorrie Powel
Caitlin Wallace-Rowland
Andie Stagg
Allison Thomas
Bill Troutt
Peter Wilson, Sr.

CLASS OF 2028

Brittany Colson
Lacy Edgecombe
Jenn Keene
Marshall Barnett
Kelley McWhirter
Julie Nice
Camille Zander
David Joseph
Mike Pugh
Ethan Rault
Amy Kehlenbach
Michelle Baker
Ben Morrison
Matt McCann
Randy Evans

Clerk

Nathan Adams

Assistant Clerk

Robert Edgecombe

Youth Elders - Class of 2026

Lauren Fish
Harrison Currie

Elder Trustees

Gillian Egan (Class of 2026)
Jeff Mazzanti (Class of 2027)
(Class of 2028)

STEERING COMMITTEE 2026

Committee	Chair - 2026	Email	Phone
Community Ministries	Jonell Quinton	missjonell@hotmail.com	360-292-5808
Congregational Care	Sally Wimberly	sallypwimberly@yahoo.com	504-812-9960
Congregational Life	Stacey Danner	staceynorrisdanner@gmail.com	318-347-3450
Finance	Jim Carter	jimcarter@cypresspointeinc.com	832-414-7400
Global Ministries	Russell Steele	RWSteele@aol.com	504-400-5246
Leadership Development	Maureen Herring	maureendherring@gmail.com	504-669-9725
Membership	Kay Randels	kayrandels@gmail.com	504-451-8537
Personnel	Gillian Egan	gillian.w.egan@gmail.com	251-214-2769
Property	John Morton IV	mortonsaltiv@gmail.com	504-782-6660
Spiritual Formation	Geoff Snodgrass (A) Stephanie Carter (Children) Griff Thomas (Y)	gpsnodgrass@gmail.com stephaniejanecarter@gmail.com jgt2019stm@gmail.com	504-914-4470 504-913-6959 504-345-5440
Stewardship	Stephanie November	novembersteph@gmail.com	504-252-3880
Worship and Music	Mayson Buffington	maysonbuffington@yahoo.com	504-495-4532
Clerk	Nathan Adams	npadamsiii@gmail.com	504-704-2029
Assistant Clerk	Robert Edgecombe	robert.e.edgecombe@gmail.com	504-813-2224
Senior Pastor	Chris Currie	chriscurrie@scapc.org	504-897-0101
Associate Pastor	Sarah Chancellor-Watson	sarah@scapc.org	504-897-0101
Pastoral Resident	Ashley Brown	ashley@scapc.org	504-897-0101
Director of Administration	Lynn Hoffman	lynn@scapc.org	504-897-0101

RESPONSIBILITIES OF ELDERS

Being elected an Elder by the congregation is an opportunity to serve Jesus Christ in leadership. This privilege carries much responsibility as the Session is responsible for the mission and government of the church. The PC(USA) Book of Order itemizes its duties:

1. Receive members into the church
2. Lead the congregation to participate in world mission
3. Provide for worship
4. Provide for the spiritual growth of its members
5. Develop and supervise the educational program of the church
6. Lead the congregation in ministry to the local community
7. Challenge the congregation to the stewardship of time, talent, and finances
8. Establish and publish the budget to the church
9. Lead the congregation to discover what God is doing and be effective agents of change and renewal
10. Encourage learning opportunities for fellow Session members
11. Train new officers, ordain and install them
12. Oversee the personnel of the church
13. Manage and oversee the church's property
14. Provide representation in the higher governing bodies of the church
15. Maintain ecumenical relationships within the community
16. Act in judicial matters of the church
17. Maintain membership records of the church
18. Participate in the caring for the church community

THE NITTY GRITTY...

The elders typically lead the congregation by:

- Attending worship services
- Serving communion
- Chairing/serving on a ministry committee
- Participating in Christian Education programs
- Serving as commissioners at Presbytery meetings
- Making a substantial stewardship pledge
- Assisting with stewardship follow-up phone calls, etc.

FINANCIAL AUTHORITY OF COMMITTEES

COMMITTEE BUDGET-GENERAL

A Committee's expenditures must not exceed its authorized annual budget unless approved in accordance with the following protocols. Notwithstanding the foregoing, Committee expenditures may be reallocated within a Committee's annual budget, at the discretion of such Committee, so long as such annual budget is not exceeded.

FINANCE COMMITTEE APPROVAL

Finance Committee approval is required for the following:

1. Each Committee's annual budget;
2. Transfers of budget allocations between Committees;
3. Unbudgeted expenditures (including those paid from Unrestricted Gifts and Memorials and Visionary Funds --see below); and
4. Expenditures that exceed budget.

OVERBUDGET EXPENSES

Committee expenditures that exceed such Committee's annual budget must be approved as follows:

1. Up to $5,000 requires approval of the Director of Administration;
2. Between $5,000 and $100,000 requires Finance Committee approval; and
3. Over $100,000 requires approval of the Session.

UNRESTRICTED GIFTS AND MEMORIALS FUNDS

Unrestricted Gifts and Memorials funds may be used to fund Committee expenses subject to the following approvals:

1. All funding requests up to $1,000 requires the Director of Administration approval; and
2. All funding requests over $1,000 requires Finance Committee approval.

VISIONARY FUNDS

All Restricted Visionary Funds funding requests require approval of the Finance Committee.

GETTING STARTED: THE BASICS

SCHEDULING A MEETING

Committee chairs must provide the dates, times and location of their committee meetings to April Weiser to be included on the church calendar. If the committee plans to hold their meetings at the church, the committee chair must contact April Weiser (april@scapc.org or (504) 897-0101 ext. 214) at least two (2) weeks in advance to ensure that space is available, sextons are notified of set up needs, and the meeting appears on the church calendar.

SCHEDULING AN EVENT

Church-wide events require advance Session approval. Once approved, the committee chair must contact April Weiser (april@scapc.org or (504) 897-0101 ext. 214) for calendar availability, guidelines for use, and sexton and AV requirements. April will update the church calendar with the event information.

REIMBURSEMENT REQUESTS

The deadline for requesting reimbursement for Committee expenditures is **Mondays at 5:00 p.m**. Reimbursement forms are available in the church office and should be submitted to Emily Fleshman (emily@scapc.org or (504) 897-0101 ext. 213). Original receipts are required. All reimbursement requests must be signed by the appropriate committee chair **before** being submitted for reimbursement.

MAILBOXES FOR SPECIFIC COMMITTEES

Community Ministry, Membership, Member Involvement, and Global Ministries Committees have mailboxes located outside of the administration office and should be checked at least weekly by Committee chairs. All correspondence and pertinent information will be placed there. The Clerk of Session also has a box there.

KEYS TO THE CHURCH

Church keys are issued only to those Ministry Committee chairs who need them for the duration of their office. Outgoing chairs should return their key at the December Session meeting or before December 31st to Lynn Hoffman, the Director of Administration, who will reissue the keys to the incoming chairs as needed.

SCAPC APP: AN ONLINE SCAPC DIRECTORY

View our on-line SCAPC directory and calendar through our new SCAPC App on your mobile device!

Complete directions for downloading and using the SCAPC app can be found at www.scapc.org/app

App features include click to dial/text/email and maps navigation. This directory is available only to SCAPC members, so please use the email address from which you receive church messages or cell phone number.

GETTING THE WORD OUT

COMMITTEE COMMUNICATIONS

Committee leaders are responsible for communicating with Committee members. **The office staff is NOT able to send group emails, mailings, or meeting reminders.** For contact information, refer to the SCAPC app on your phone (more information at www.scapc.org/app).

SUBMITTING COMMITTEE REPORTS FOR SESSION MEETING

If your committee has an item for the Session meeting agenda, the committee chair must present the item to the Clerk of Session on the Monday before the Session meeting (see page 5 for meeting schedule). If you would like to have the report included in the Session packet sent to Session members in advance, the report should be submitted electronically in Microsoft Word format to Pierce Young (pierce@scapc.org) and to the Clerk of Session (Nathan Adams) before Steering meeting. **A hard copy will not suffice.**

PUBLICATIONS DEADLINES

- **Bulletin announcements** are due Monday by 5:00 p.m. for the upcoming Sunday. Announcements can only be published as space permits, never running more than twice. All submissions are subject to editing and must be approved by program staff. Please e-mail announcements to Hallie Boh at hallie@scapc.org.
- **The Quatrefoil (e-newsletter)** is sent each Tuesday afternoon. Submissions for articles are due Monday by 8:00 a.m. Articles are subject to editing, must be approved by program staff, and will not run more than twice. Please e-mail announcements to Hallie Boh at hallie@scapc.org.
- ***The View*** is a magazine featuring stories about the life of our church. If you have a story idea or would like to write an article for *The View,* please contact Katie Brendler at katie@scapc.org. All submissions are subject to editing.

BULLETIN BOARDS

- **The Shadow Boxes** in the hallway on the first floor of the church (Youth & Young Adults, Christian Education, PW, World Missions & Membership) are the responsibility of each committee to keep updated on a monthly basis.
- **The Bulletin Boards** in Frampton Fellowship Hall are updated at the end of each month to display events happening in the next two months, or to highlight various SCAPC supported activities & ministries. If you would like your event to be displayed there, contact Michele Murphy, michele@scapc.org.

CLERK OF SESSION

CHAIR: Nathan Adams

VICE-CHAIR: Robert Edgecombe

Member: Randy Evans

Staff Liaison: Chris Currie

Purpose:

To support the church's mission by conducting regular meetings which focus on the orderly progression of the work of the church's 12 standing committees. The Clerk also participates in the church's congregational meetings and preserves the minutes and reports of previous church meetings.

Responsibilities:

- Attend and facilitate meetings of the Session which are moderated by the Senior Pastor.
- Record the minutes and attendance rolls of the Session meetings.
- Organize Steering Email one week ahead of the Session meetings and create the agendas for the following Session meetings.
- Assist and support Committees' work and projects.
- Act as the Secretary for the church's congregational meetings and generate minutes of these meetings.
- Provide reports, as needed, for the congregation and the Presbytery.
- Coordinate with Assistant to Senior Pastor regarding session packet, special committees, and session procedures.
- On a regular basis, check the clerk of session mailbox located outside the church office doors.

Community Ministries

CHAIR:Jonell Quinton
VICE-CHAIR: Cathy Franklin
Member: Brittany Colson
Staff Liaison: Sarah Chancellor-Watson

Meetings: 2nd Mondays

Purpose:

To respond to the love of Jesus for all people by recognizing God at work in the community and to seek to guide the congregation into avenues of serving Christ.

Responsibilities:

- Maintain a constant concern for the needs of the local community and provide general supervision over the church's ministry within and to the community.
- Coordinate community services available through SCAPC working with the lists generated by the Ministry Match Survey to help enlist the congregation for volunteer support.
- Review requests from appropriate groups in the community in need of financial assistance and recommend allocation of the Committee's funds among those selected.
- Support the Presbyterian Women's Community Ministry projects.
- Keep the congregation informed of the ministry and services of the various partner ministries.
- Prepare an annual review of community ministry.
- On a regular basis, check the committee mailbox located outside the church office doors.

Outside Partner Ministries:

Café Reconcile
Crescent City Cafe
Eden Centers for Hope & Healing
First Presbyterian Program of Hope
JLNO Diaper Bank
Kinship Center
New Orleans Mission
New Orleans Women's & Children's Shelter
New Orleans Charter Science & Math High School
Okra Abbey
Raintree Children & Family Services
St. Thomas Community Health Center
STAIR
YMCA Educational Services (YES!)
Young Adult Volunteers

SCAPC Ministries:

Rebuilding Hope in New Orleans (RHINO) Camp RHINO
White Gift
Aden Program

Congregational Care

CHAIR: Sally Wimberly
CHAIR: Allison Thomas
Member: Lacy Edgecombe
Staff Liaison: Sarah Chancellor-Watson

Purpose:

To provide meaningful care, nurture and support services of a pastoral nature to members of the congregation.

Responsibilities:

- Respond to the needs of individual members and member groups such as: seniors, homebound, ill, bereaved, military, and college students living outside New Orleans.
- Support pastoral work of the ministers in such areas as prayer, visitation and care and support of members, including correspondence with members.
- Organize church-wide events focused on the providing care and support for the congregation, frozen food drives, meal trains, flower deliveries, transportation to SCAPC events, prayer shawl ministry, etc.
- Honor graduating high school seniors with a breakfast.
- Support needs of its senior members birthday cards .
- Distribute donated flowers from worship services.
- Work with YAF coordinator and leadership staff to provide meals and support to parents welcoming a new baby.
- On a regular basis, check the committee mailbox located outside the church office doors.

Congregational Life

CHAIR: Stacey Danner VICE CHAIR:
Caitlin Wallace-Rowland
Member: Jenn Keene
Staff Liaison: Chris Currie

Purpose:

To foster friendships and relationships among the members of the congregation through various programs that draw people into fellowship and shared community.

Responsibilities:

- Arrange refreshments for after worship services including milk and cream for the coffee.
- Plan and support programming alongside staff for Wednesday Night Out (WNO).
- Support and organize SCAPC supper clubs.
- Plan refreshments for various yearly fellowship activities, such as the annual Snowball Sunday, Barbecue picnic, Pancake Brunch, staff anniversaries, and other congregation-wide events, etc.

Finance

Meetings: 2nd Mondays

CHAIR: Jim Carter
VICE CHAIR: Ed Bush
Member: Marshall Barnett
Staff Liaison: Lynn Hoffman

Purpose:

To exercise stewardship in the oversight and expenditure of the operating funds, designated gifts and investments of the church.

Responsibilities:

- Conduct budget review and develop the annual operating budget.
- Monitor finances regularly.
- Oversee preparation and distribution of monthly financial reports to Session.
- Inform the congregation of the church's financial position.
- Oversee the annual review or audit.
- Monitor and assess the accounting procedures of the church and recommend changes as necessary.
- Oversee all gifts donated to the church.
- Recommend policy guidelines regarding receipt and expenditure of donations.
- Oversee the management of the investment portfolio of the church (Visionary Fund).
- Share information with the Stewardship Committee.

Global Ministries

CHAIR: Russell Steele
VICE CHAIR: Lorrie Powel

Member: Kelley McWhirter
Staff Liaison: Sarah Chancellor-Watson

Meetings: 1st Mondays

Purpose:

To promote the national and international mission of the PC(USA) within the congregation; to proclaim Christ by word and deed.

Responsibilities:

- Serve as a link between our partners in overseas missions, building awareness in the congregation of communities who are sponsored by St. Charles Avenue Presbyterian Church.
- Educate and recruit the congregation in the PC(USA) programs for hunger, refugee re-settlement, crisis and disaster needs around the nation and the world.
- Develop and support international or national mission trips for youth and/or adults, fostering a personal relationship with other churches/organizations and their participants.
- Oversee funding of designated missionaries.
- On a regular basis, check the committee mailbox located outside the church office doors.

Leadership Development

CHAIRS: Maureen Herring

VICE CHAIR: Emma Pegues

Member: Julie Nice

Staff Liaison: Chris Currie

Purpose:

To engage church members with opportunities for involvement and leadership and to coordinate the enlistment, training, and assignment of officers and church members to leadership positions in the organizational structure of the church.

Responsibilities:

- Identify and secure an Elder Trustee for incoming session class.
- Facilitate new and current church member involvement, with the help of the Membership Coordinator.
- Select the chairs and vice-chairs of all Session Committees and assign other Elders to Committees in accordance with their desires, as much as possible.
- Select nominees to be elected by the Congregation for the Elder Nominating Committee.
- Ensure the new Elder class has the necessary training materials.
- Enlist Elders to serve as Commissioners to Presbytery meetings.
- Plan and execute annual Session Retreat.
- Provide refreshments for the Session retreat and committee meeting nights.
- Assist with annual church membership roll review.
- Work with ministry staff and strategic planning committee to implement, review, and measure impact of the strategic plan.
- Provide a token of thanks to outgoing session members

Membership

CHAIR: Kay Randels **Meetings: as needed**

VICE CHAIR: Rick Grubb

Member: Camille Zander

Staff Liaison: Sarah Chancellor-Watson

Purpose:

To actively greet, recruit, orient, and assimilate new members into the life of the congregation.

Responsibilities:

- Identify opportunities to increase visitors to SCAPC.
- Write notes and make follow-up calls to prospective new members. Invite visitors to consider membership.
- Set an example for our members regarding the importance of being friendly and welcoming to visitors and new members.
- Welcome new joining members with membership packets including information about the life of the church.
- Host functions for new members to meet others from the congregation, such as: New Member Brunches, Orientations, inviting new members to WNO, SCAPC 101 classes, etc.
- Work with the Leadership Development Committee and ministry staff to get new members engaged in the life of the congregation.
- On a regular basis, check the committee mailbox located outside the church office doors.

Personnel

CHAIR: Gillian Egan
VICE CHAIR: Taylor Morison
Member: David Joseph
Staff Liaisons: Chris Currie & Lynn Hoffman

Purpose:

To oversee all personnel of St. Charles Avenue Presbyterian Church and to make recommendations for policies which govern employment, working conditions, salaries, and benefits.

Responsibilities:

- Oversee the hiring, termination and administration of all non-ordained staff in coordination with the Director of Administration and/or the Senior Pastor.
- Serve as a liaison between staff and Session in matters regarding employment.
- Recommend salary and benefits to the Session and Finance Committee for inclusion in the Annual Budget.
- Recommend holiday schedules and sick-leave policies.
- Oversee the major medical and retirement programs for lay employees.
- Recommend policies regarding retirement, including age, physical, mental, and emotional ability necessary for continued employment.
- Review annually the personnel policy manual.
- Meet with all personnel annually to review the working conditions and environment, making appropriate recommendations when necessary.
- Serve as a channel for complaints brought by any church employee and make appropriate recommendations when necessary.
- Coordinate the honoring of any employee for faithful service and suitable recognition of that employee.
- Provide financial counseling for employees when needed.

Property

CHAIR: John Morton IV
VICE CHAIR: Jeff Mazzanti
Member: Mike Pugh
Staff Liaison: Lynn Hoffman, April Weiser

Meetings: 3rd Tuesday before Steering

Purpose:

To oversee the properties and insurance of St. Charles Avenue Presbyterian Church.

Responsibilities:

- Maintenance and improvements of the church's physical property in coordination with the Director of Administration and Operations Manager.
- Implement repairs and improvements to the church property.
- Organize work-day projects when needed.
- Oversee the maintenance of the church grounds, coordinating with the Operations Manager.
- Review insurance coverage and recommend changes as necessary.
- Coordinate with the Finance Committee in matters dealing with capital projects.
- Recommend policies and procedures for the property including Columbarium and security measures.
- Consult with staff on the furnishing set-up of the various rooms and classrooms.

Spiritual Formation

CHAIR Adult: Geoff Snodgrass CHAIR Youth: Stephanie Carter CHAIR Children: Griff Thomas
Members: Bill Troutt (A); Caroline Gill (Y); Andie Stagg (C); Ethan Rault (C); Amy Kehlenbach (Y); Michelle Baker (A)
Staff Liaison: Michele Murphy, Chris Hazlaris, Caitlin Wallace-Rowland

Purpose:

To encourage and support the development of Christian faith within our families, church, and community by providing opportunities for biblical and theological study and reflection for church members of all ages.

Responsibilities:

- Provide support for the Director of Christian Education, Director of Youth & Young Adults, the Young Adult Coordinator, and the Leadership Committees for Youth and Young Adults/Families
- Coordinate the educational ministry of the church on Sundays and otherwise, including: Sunday School classes, adult studies, youth group and small groups, Summer Programs, Summer Sundays, Young Adults/ Families, etc.
- Provide insight regarding curriculum, activities and long-range planning for these ministries.
- Offer vision & direction for the ministry to junior high, senior high and young adults at SCAPC and oversee formation and function of leadership committees for Youth and Young Adult Ministries.
- Actively promote and advertise events and classes sponsored by the Spiritual Formation Committee.
- Enlist and train leaders for education/ministry within the educational program of the church.
- Volunteer with the activities of this committee.
- Liaison with the Nursery School and have a representative on the Nursery School Board.
- Attend committee meetings.

Stewardship

CHAIR: Stephanie November
VICE CHAIR: Peter Wilson, Sr.
Member: Ben Morrison
Staff Liaison: Chris Currie

Purpose:

To lead the congregation in annually pledging their time, talent and finances to the church.

Responsibilities:

- Work with SCAPC Publications Coordinator on design of Stewardship packet materials.
- Plan and execute the annual Stewardship Campaign, including Phone-a-thon.
- Educate the congregation about the needs of the church.
- Communicate with new members about Stewardship throughout the year and especially at each Sunday new member meeting.
- Use multiple forms of communication to thank all participants and givers each year.

Worship and Music

CHAIR: Mayson Buffington
VICE CHAIR: Donna Davis
Member: Matt McCann
Staff Liason: Steven Blackmon

Purpose:

To coordinate and promote the worship life of the congregation and the music ministry of the church, working with the Pastors and the Director of Music.

Responsibilities:

- Support the Pastors and Director of Music in planning and leading all worship services, including Sunday worship and special services according to the liturgical calendar (Ash Wednesday, Maundy Thursday, Good Friday, Palm Sunday, Easter, All Saints, Heritage Sunday, Christmas Eve, etc.).
- Ensure the Church has the elements for the serving of the Lord's Supper for the Sunday worship services.
- Prepare the elements and recruit and schedule elders to serve communion for the 10:30 AM Sunday worship service and special services according to the liturgical calendar (Ash Wednesday, Maundy Thursday, Good Friday, Palm Sunday, Easter, All Saints, Heritage Sunday, Christmas Eve, etc.).
- Work with Usher Coordinator to prove ushers for worship services.
- Receive and review suggestions regarding the liturgy, the order of worship, and the involvement of the congregation.
- Oversee flowers for worship, sanctuary decorations, and art (candles, Easter flowers, Palm Sunday palms, banners, etc.).
- Recommend policies and procedures for weddings, funerals, and other special services of worship.
- Provide for an organized music program including chancel and children's choirs, hymn, and choral offerings.
- Recommend policies concerning the musical aspects of the church's program.
- Prepare the candles for the Christmas Eve services.

BYLAWS

St. Charles Avenue Presbyterian Church

1545 State Street

New Orleans, Louisiana

(504) 897- 0101

First organized in 1921 with Articles of Incorporation, last amended in 2008, St. Charles Avenue Presbyterian Church is a non-profit and non-stock religious and charitable corporation existing under the laws of the State of Louisiana. It is a member church of the Presbytery of South Louisiana in the Synod of the Sun of the Presbyterian Church (U.S.A.).

These Bylaws are intended to fully replace and supersede any and all prior bylaws (and any and all amendments thereto) of St. Charles Avenue Presbyterian Church. These Bylaws were approved by the Session at its regular meeting on November 28, 2022.

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St. Charles Avenue Presbyterian Church is referred to throughout these Bylaws as “SCAPC” or the “Church.”

ARTICLE 1
Beliefs

The Creeds and Confessions of the Church are outlined in the *Book of Confessions of the Presbyterian Church (U.S.A.).*

ARTICLE 2
Order of Authority

The Constitution of the Presbyterian Church (U.S.A.) consists of the most current versions of the *Book of Confessions* and the *Book of Order* (collectively, the "Constitution"). Under the Lordship of Jesus Christ, the Constitution is the ultimate authority for the governance of SCAPC. To the extent there are inconsistencies between the Constitution and these Bylaws, the provisions of the Constitution control. Further, the complete order of authorities for the governance of SCAPC is: the Constitution, the SCAPC Articles of Incorporation (filed with the Louisiana Secretary of State), these Bylaws, and the Manual of Operations of SCAPC.

ARTICLE 3
Membership

SCAPC is an intergenerational fellowship of faithful Christians in the Reformed Tradition. All persons who put their trust in Jesus Christ and are willing to be Christ's faithful disciples are eligible for membership. It should be noted that teaching elders who serve as members of the Presbytery are not members of a specific church.

ARTICLE 4
Governance

Section 4.1 Congregation

(a) The congregation is the basic form of church that is bound together in communion with other churches, united in relationships and responsibility, contributing our particular strengths to the benefit of the whole. In the life of the congregation, individual believers are equipped for the ministry of witness to the love and grace of God in and for the world. The congregation reaches out to people, communities, and the world to share the good news of Jesus Christ, to gather for worship, to offer care and nurture to God's children, to speak for social justice, and to bear witness to the truth and reign of God[1] The polity of the Presbyterian Church (U.S.A.) presupposes the fellowship of women, men, and children united in covenant relationship with one another and with God through Jesus Christ[2]. A 'congregation,' refers to a formally organized community chartered and recognized by a presbytery as provided in this Constitution. The members of a congregation put themselves under the leadership of the session and the higher councils (presbytery, synod, General Assembly). The session is responsible for guiding and governing the life of the congregation. The session leads the congregation in fulfilling its responsibilities for the service of all people, for the upbuilding of the whole church, and for the glory of God.[3]

[1] G-1.0101 (all citations, such as this one, are to sections of the *Book of Order* 2019-2021).
[2] G-1.0102
[3] G-1.0103

(b) Notice of Meetings

Notice of all meetings must be given to the Congregation in writing not less than seven days prior to any meeting. The notice must include the date, time, location with address, and agenda for the meeting. No business other than that permitted by the *Book of Order* may be included on the agenda of any Congregation meeting or otherwise transacted at such meetings.[4] The notice of a Congregational meeting may allow for members of the Congregation to participate in the meeting by the use of any means of communication by which all members of the Congregation may hear each other simultaneously during the meeting. A member participating in this manner will be deemed to be present in person at the meeting for all purposes including the determination of a quorum.

(c) Annual Meetings

At the Annual Meeting, the Congregation will:

(i) receive the Annual Report of the Session, which will include the financial, statistical, and committee reports

(ii) receive and act upon Session recommendations regarding changes, if any, to the pastors' terms of call

(iii) elect new classes of ruling elders

No additional business may be addressed unless stated in the meeting notice and allowed by the *Book of Order*.

(d) Special Meetings

In addition to the Annual Meeting, Special Meetings of the Congregation may be held as set forth in the *Book of Order*.[5]

(e) Presiding Officers

(i) Moderator – The installed pastor of the Church will ordinarily moderate all meetings of the Congregation. If it is impractical for the pastor to preside as moderator, the *Book of Order* provisions for naming a substitute moderator will control.[6]

(ii) Secretary – The Clerk of Session will serve as secretary for all meetings of the Congregation. If the Clerk of Session is unable to serve, the Congregation will elect a secretary for the meeting.[7]

[4] G-1.0503
[5] G-1.0502
[6] G-1.0504
[7] G-1.0505

(f) Quorum

A quorum at either the Annual Meeting or any Special Meeting consists of no less than (a) the moderator, (b) the secretary, and (c) 10% of the current active membership of the Church. The secretary of the meeting will conclusively determine and announce whether a quorum is present at the beginning of each meeting.

(g) Location

All meetings of the Congregation will be held on the grounds of the Church property, unless it is unavailable for such purpose, in which case the Session will select an alternate location.

(h) Voting

All active members of the Church who are present at a meeting are eligible to vote.

(i) Parliamentary Procedure

All meetings will follow the guidelines in the most current edition of *Robert's Rules of Order*, except where the Constitution provides otherwise.

Section 4.2 Session

(a) Purpose

The Session of the Church is charged with the spiritual and temporal governance of the Congregation and has authority over all of the affairs, activities, finances, properties, and discipline of the Church, except when otherwise assigned to the pastors and/or the Congregation by the Constitution.

(b) Composition

The Session will consist of the Church pastors and active ruling elders of the Church.

(c) Moderator

As set forth in the *Book of Order*, the pastor of the Congregation will be the moderator of the meetings of the Session.[8]

(d) Ruling Elders

(i) Election and Terms of Service

Every year, the Leadership Development Committee of the Church will nominate a slate of candidates to serve a term of three years. The slate may also include Youth Elders as well as specific committee assignments for the nominated candidates. The slate will be presented to the Congregation for election. A ruling elder may not serve consecutive, full three-year terms. After

[8] G-3.0201

one year of being off the Session, an inactive elder becomes eligible to serve again on the Session. Youth Elders will serve a single term of one year.

(ii) Trustees

Trustees, on behalf of the Corporation, have the power to receive, to hold, to encumber, to manage, and to transfer property, real or personal, for the congregation. When buying, selling, or mortgaging real property, the Trustees must first have been granted the approval of the congregation in a duly constituted meeting.

Accepting and executing deeds of title to such property, holding and defending title to such property, and managing any permanent special funds are all subject to the authority of the Session, as stated in its Constitution of the Presbyterian Church (U.S.A.).

(iii) Vacancy

As the result of the death, resignation, or removal of a Session member, any vacancy on the Session may be filled by election of the Congregation at the Annual Meeting or at a Special Meeting called by the Session using the same process of nomination and election as set forth above.

(iv) Study and Preparation

Each new class will be offered appropriate training and preparation for fulfilling the responsibilities of a ruling elder as prescribed by the *Book of Order*.[9]

(v) Examination by the Session

Upon completion of study and preparation, each new ruling elder will be examined and approved/disapproved by the Session. The Session will select a date for the service of ordination and/or installation of the approved new ruling elders.

(e) Committees

The Session has the authority to create committees to promote the healthy and vibrant functioning of the Church.

(f) Meetings

Meetings of the Session will be held no less than quarterly. The moderator will call a special meeting when the moderator deems it necessary or when it is requested in writing by any two members of the Session. Meetings will be called and noticed in compliance with the *Book of Order*. A quorum for a Session meeting requires (i) the moderator and (ii) no less than one third of active Session members. The notice of a Session meeting may allow for members of the Session to participate in the meeting by the use of any means of communication by which all members of the Session may hear each other simultaneously during the meeting. A member participating in

[9] G-2.0402

this manner will be deemed to be present in person at the meeting for all purposes including the determination of a quorum.

(g) Parliamentary Procedure

All meetings will follow the guidelines stated in the most current edition *Robert's Rules of Order*.

ARTICLE 5
Property

Section 5.1 Held in Trust

All properties held by SCAPC are held in trust for the use and benefit of the Presbyterian Church (U.S.A.).[10]

Section 5.2 Exemption Claimed

By vote of the Congregation on January 25, 1984, SCAPC elected to claim the exemption, stated in the *Book of Order,*[11] that allows member churches to buy, sell or mortgage church property without the approval of any other church body.[12] This provision existed before the establishment of the Presbyterian Church (U.S.A.).

ARTICLE 6
Manual of Operations

The SCAPC Manual of Operations will include all of the organizational policies and procedures that the Session, staff, and Session committees need for the proper administration of the Church's ministry and best practices. After these Bylaws, the manual of operations sets forth organizational policy and procedures, including an organizational chart, a staff handbook, personnel job descriptions, and committee structure and responsibilities. Committee policies include, but are not limited to: finance policy and procedures for the operating budget, gifts and memorials, and the visionary fund; worship policy for weddings and funerals; property policy for facility use and outside groups; youth and child protection policies; and additional policies and procedures the Session deems necessary to assist with the day-to-day operations of SCAPC. The manual of operations is an organizational resource and guide to staff and Session for the proper functioning and operations of SCAPC's ministry.

ARTICLE 7
Rolls and Registers

Section 7.1 Rolls

The Session will maintain records of the following membership rolls:

[10] G-4.0203
[11] G-4.0208
[12] G-4.0208

(a) Active members
(b) Baptized members
(c) Affiliate members

Section 7.2 Registers

The Session will maintain records of the following registers:

(a) Baptisms
(b) Ruling elders
(c) All pastors, including dates of service
(d) Internments in the Columbarium

ARTICLE 8
Amendments

Section 8.1 Bylaws

Amendments to the Bylaws are subject to the Church's corporate charter, the laws of the State of Louisiana, and the Constitution of the Presbyterian Church (U.S.A.), and require a vote of the Session at a duly called meeting. Notice of the meeting will include the language of any such proposed amendments. An opportunity for discussion and discernment must precede the vote. Ratification requires an affirmative vote of 2/3 of all active Session members present at such meeting.

Section 8.2 Manual of Operations

Amendments to the Manual of Operations may be offered in writing to the Clerk of Session by any member of the Steering Committee of the Session (usually comprised of the Clerk of Session, the pastors, and the Session committee chairs) prior to the notice of any Session meeting. Amendments so offered will be placed on the agenda for such Session meeting. Time for discussion and discernment will precede the vote on any such amendments. Ratification of an amendment to the Manual of Operations requires the affirmative vote of a simple majority of the active Session members present at the meeting.

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