

Meaning of the Central Presbyterian Logo



The principal element in Central's logo is a design taken from the stained-glass windows in the church's sanctuary. This design, while intentionally abstract, reminds our members of a flower with a center section and four petals ("Hearts unfold like flowers before Thee, opening to the sun above"). In this element can be seen also the familiar "X" of the "St. Andrew's Cross," so often associated with Scotland, the birthplace of the Presbyterian branch of the Reformed tradition. The "X" motif also recalls the Greek letter "chi," the first letter of Greek word *Christos* or Christ. This element is contained in a larger frame that is shaped like the front doorway to the church, which faces downtown Terre Haute and Indiana State University.

The top of the doorway is an arch, an architectural feature that is prominent in the structure of our church building. From the top, bottom, and sides of the door, four pointed darts extend toward the central circle. These darts represent the nails and spear of the Crucifixion; and they themselves suggest an upright, or Roman Cross. The darts at the top and bottom define the doors to the church, as they also suggest the doors are opening to the world. The darts on the sides remind us of the strap hinges on our front doors, especially when paired with the "flame" elements that flank each dart. These flames come directly from the seal of the Presbyterian Church (U.S.A.), and are intended to represent the flame of the Holy Spirit at work in the church. The forward-slanted *C* announces that our members are forward-looking and progressive. The "entral" is in a distinct font to indicate our individuality as a church, while the "Presbyterian Church" is solid and grounded, showing our connectional relationship with our larger denomination, the Presbyterian Church (U. S. A.).

The colors pair a traditional blue with a more vibrant and energetic yellow. The blue is conservative and heavy - very similar to our theological views and solid grounding as a church. The yellow shows our eye to optimism and energy in spreading and doing the work of God.

As an abstract design, the logo is intended to have different significance for different persons. Feel free to interpret it according to your own inspiration!

Table of Contents

Meaning of the Central Presbyterian Logo ii

Table of Contents iii

Overview 1

Central Presbyterian Church Mission 1

CPC History – from 1828 to the 21st Century 2

PCUSA – Presbyterian Church (U.S.A.) 4

What We Believe 6

Seasons of the Church..... 7

Church Fellowship and Worship..... 7

 The Sunday Morning Worship Service..... 8

 The Lord’s Supper – Communion 9

 Baptism 10

 Music Programs 10

Christian Education Programs 11

Fellowship Groups and Mission Programs 12

Central Presbyterian Church Office 12

Central Presbyterian Church Staff 13

Church Communications and Print Publications 15

Church Budgets, Pledges, and Corporate Status 15

How Do I Get Involved?..... 16

The Church Year – What Happens When..... 18

Organizational Structure of our Church..... 19

 Duties of Boards, Commissions, and Committees 20

 Boards 20

 Session 20

 Board of Deacons 20

 Organization Chart..... 21

 Commissions of the Session 22

 Christian Nurture Commission 22

 Church Life/Church Action Commission 22

 Communications Commission 22

 Facilities Commission 22

 Finance Commission 23

 Worship Commission 23

 Committees of the Session..... 23

 Interpretation and Support Committee 23

 Mission Committee..... 23

 Personnel Committee..... 24

 Committees of the Congregation 24

 Nominating Committee 24

 Pastor Nominating Committee 24

 Occasional Task Forces 24

 Teams..... 25

For More Information 25

Appendix

 A – Staff Biographies..... 27

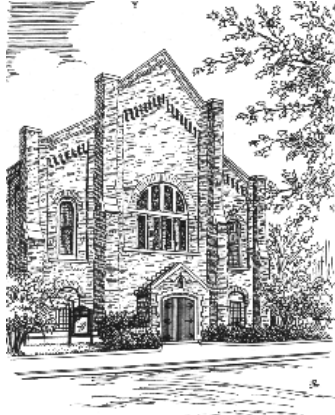
 B – Detailed Committee Responsibilities 33

 C – Previous Ministers of the Church 42

 D – Layout of the Church Building 44

 E – John Chironna Day Nursery School 46

Central Presbyterian Church Handbook



Overview

This *Handbook* describes how Central Presbyterian Church of Terre Haute and the Presbyterian Church (U.S.A.) – our denomination – are organized. It describes our mission and values, and communicates what we believe. The *Handbook* includes elements of our history, our organizational structure, our staff, and our programs. There are references for additional resources including our church web site (www.thcpc.org) and the Presbyterian Church (U.S.A.) web site (www.pcusa.org). *It is an introduction to Central Presbyterian Church.*

Central Presbyterian Church Mission

Central Presbyterian Church is a congregation of Christians of all ages. We are part of the Presbyterian Church (U.S.A) denomination and part of the worldwide body of Reformed Churches.

We are a community of believers called by God

- *To grow in the knowledge and teaching of Christ*
- *To share the love of Christ with all, and*
- *To respond with compassion to the needs of our changing world.*

As a congregation we strive to be inclusive. Our presence in Terre Haute began in the 1820's. We continue to serve the community nearly two centuries later.

CPC History – from 1828 to the 21st Century

Central Presbyterian Church was established more than 175 years ago to fill the spiritual needs of a community of devout believers who were pioneer settlers in Terre Haute, Indiana. In 1828 the *First Presbyterian Church* was organized. The *Second Presbyterian Church* was organized in 1846 but dissolved in 1850. Meanwhile, the *Baldwin Presbyterian Church* was organized on December 31, 1848, and had its name changed to *Second Presbyterian Church* on January 8, 1868. The First and Second Presbyterian Churches were united under the name of *Central Presbyterian Church* on December 3, 1879.

Our present building was erected in 1863. It was enlarged and remodeled in 1883 following the merger of the prior churches. The original church building was much narrower, and the original choir loft was over the sanctuary at the west end. The north and south transept towers were added, as well as the stained glass windows – described elsewhere. The church had a bell mounted on stilts at the rear of the building, but it was removed following complaints from neighbors. This bell was later placed in the Fire Department Headquarters on 9th Street and now resides at the historical fire station on South 8th Street.

Pictures of the original 7th Street (west) façade can be found on the bulletin board in the Fellowship Hall. A tornado seriously damaged the façade and it was rebuilt to appear much as it does today. The etching on the first page of this *Handbook* shows how the building was rebuilt. The peak of the present façade is shorter than the original design. Some of the windows were

filled in – you can see the outline of a rose window near the top of the bricks above the front door.

Our **stained glass windows** were installed during the church building expansion in 1883. They are Kokomo art glass, with a German style seen in the stenciled edges. In 2001 the Ed and Ada Hodge family underwrote a restoration project for the windows. The Botti Studio repaired the leading, cleaned all of the stained glass, and installed an interior venting system to reduce heat build-up. They also restored the window frames and redesigned the ledges for better rain runoff. The restoration project relocated two windows from a hidden corner to our library on the first floor where they can now be seen by all.

In 1954 the old two-story manse behind the church was razed and replaced with the education wing. This two-story addition added the Schmidt Memorial Parlor, preschool room, three Sunday School classrooms, restrooms, an elevator, and the choir room. We use these rooms for Sunday School and for committee meetings and other activities through the week.

In February, 1969, the Day Nursery School Program began as a mission to serve less fortunate four-and-five-year-old boys and girls in need of special nurture. Church members volunteered as the teacher's helpers, as cooks, and as drivers to pick up and return the children. The original class numbered 16 children, operating from 9:30 – 11:30 Tu-F. Following his retirement, the John Chironna Day Nursery was named to honor a long standing minister at Central Presbyterian.

During the church's ministry, more than 30 pastors have served our church. The bronze tablet in the narthex (just inside the 7th Street doors) lists names and dates of service. Minister names and dates of service are shown in Appendix C.

Between 1965 and 1971 our building again underwent extensive remodeling, including the repair of exterior brick and the addition of new pews in the sanctuary and in the choir loft. A new study for the minister, air-conditioning, carpeting, a new organ console, and redecorating completed the project. In 1983 redecorating resulted in a new color scheme for the sanctuary and new carpeting was installed on both levels. In 1987 a new Allen digital computer organ was installed and was replaced by a Johannus digital organ in 2006.

Our Visioning Task Force (VTF) report compiled a demographic profile of our congregation. While the church is downtown, members live all over the region. We come from a variety of backgrounds – former Baptists, Methodists, Lutherans, and so forth. Our congregation is well-educated, and is one of the larger congregations in our presbytery. We are a diverse group of Christians, as is indicated in our mission statement at the beginning of the *Handbook*.

PCUSA – Presbyterian Church (U.S.A.)



Central Presbyterian Church is part of the Presbyterian Church (U.S.A.) denomination, abbreviated PCUSA, headquartered in Louisville, KY. Other PCUSA churches in the area include Unity Presbyterian in Terre Haute, First Presbyterian in Brazil, First Presbyterian in Sullivan, and First Presbyterian in Farmersburg.

The Presbyterian Church (U.S.A.) has more than 10,000 congregations and 2.3 million members worldwide. There are over 14,000 ordained and active ministers. From the PCUSA web site: "Presbyterians trace their roots to the 16th century and the Protestant Reformation. Our heritage,

and much of what we believe, began with the French lawyer John Calvin (1509-1564), whose writings crystallized much of the Reformed thinking that came before him.” John Knox brought these teachings to Scotland.

The *Constitution* of the Presbyterian Church comes in two volumes. Part I is *The Book of Confessions*, containing historical statements about what we as a church believe. Part II is *The Book of Order*, a statement about our form of government, the directory for worship, and rules of discipline. These are available in bound form from Presbyterian Distribution Services, 100 Witherspoon Street, Louisville, KY 40202, by calling 1-800-524-2612.

- The *Book of Confessions* may be downloaded from www.pcusa.org/oga/publications/boc.pdf.
- The *Book of Order* may be downloaded from www.pcusa.org/oga/publications/boo07-09.pdf.

Christ is head of the church and is the church’s authority. We are governed by ministers of the Word and Sacrament and laypersons serving together. The local church governing body is called the *session*, and is comprised of pastors, associate pastors, and elders elected from the congregation. The pastor of the church is considered the moderator of the session. An elder serves as clerk of session and is responsible for records of the church. The session provides for the care and worship for a congregation. Elders are elected for three year terms.

A local congregation, called a “particular church” in our Book of Order, can only be organized by the authority of a *presbytery*, a regional governing body consisting of congregations from a geographic area. CPC is a member of the Presbytery of Ohio Valley (POV). The presbytery office is located in Bloomington, Indiana, and is staffed by an Executive Presbyter and several administrative support personnel. The POV meets three times each year to conduct worship and business. The POV, like local sessions, is also led by a ‘moderator’ elected to serve a 1-year term. In keeping with our belief in shared governance, both the Executive Presbyter and the moderator of the presbytery may be either ministers or lay persons. The POV web site is www.povpc.org. The POV currently has 83 congregations with 8,500 members in southwest Indiana, ranging from Cayuga to Evansville to Madison. The presbytery provides care and oversight for congregations in its region.

The next level of government is known as the *synod*. The synod provides care and oversight of several presbyteries. Our synod is the Synod of Lincoln Trails, located in Indianapolis. Its web site is www.lincolntrails.org. It supports the leadership development of members of the eight presbyteries in its area, ranging from Ohio to Illinois.

The highest level of our government is known as the *general assembly*. The General Assembly consists of commissioners elected by the presbyteries. Half of the commissioners will be ministers of Word and Sacrament; half will be elders. It reviews the work of synods, resolves controversies in the church, and is responsible for matters of common concern for the whole church. It meets every other year in various locations.

The term “Presbyterian” can describe both a denomination and a system of governance. The word itself comes from the Greek word for “elder” and is used to describe a representative form of governance. Although the PCUSA is the largest Presbyterian denomination, there are many other denominations that include the word in their name. Theology and religious practices can vary considerably among Presbyterian denominations.

What We Believe

We have long and deep roots of religious tradition. These begin in New Testament times, and became distinctive in the Protestant Reformation of the 1600's. The leaders of that period, most notably John Calvin and John Knox, laid down the pattern of religious thought called Reformed Theology. They also adopted a form of church government that relies on active, representational leadership of laity, coupled with ministers of Word and Sacrament.

We find that through history, those thoughts provided guidance and challenge to every generation in every time. Our *Book of Confessions* documents the issues and faithful responses of the church through the ages. Our members continue to find day-to-day relevance, even in the 21st century.

As you might guess, there are many long and excellent books written about Presbyterian beliefs; it's hard to capture them in a few lines. But briefly, we believe along with the broader Christian church: in the mystery of a triune God; that Jesus Christ is the eternal incarnation of God's Holy Word; and in one Holy and apostolic church. We believe that we can understand God's will only through prayerful reading of Scripture. We believe that we are called through faith to God's service, and that our salvation is assured not by our works, but solely by God's grace through faith in Jesus Christ.

The PCUSA web site at <http://www.pcusa.org/today/believe/believe.htm> has a more detailed discussion. We also have many excellent resources in the church library. We invite you to read further there, or to talk with one of our pastors.

Seasons of the Church Year

Central Presbyterian Church observes the traditional Christian calendar, which is organized into seasons. The following description is adapted from the Book of Common Worship of the Presbyterian Church (U.S.A.): The season of *Advent* is a four-week period (beginning with the Sunday nearest November 30) in which the church, rejoicing in Christ's first coming, eagerly looks forward to Christ's coming again. *Christmas* is the festival of the birth of Christ, the celebration of the incarnation. Christmas begins on Christmas Eve and ends with Epiphany (January 6). *Ordinary Time* is divided into two periods, the first of which begins after Epiphany and continues until Ash Wednesday. *Lent*, a season of forty weekdays and six Sundays, begins on Ash Wednesday and culminates in Holy Week. During this season, the church, in joy and sorrow, proclaims, remembers, and responds to the atoning death of Christ. Holy Week includes Passion/Palm Sunday, Maundy Thursday, Good Friday, and the Easter Vigil. *Easter* is a fifty-day season of seven Sundays, beginning with the Resurrection of the Lord (Easter Day), the festival of Christ's resurrection. The Day of Pentecost marks the end of the Easter season. The second period comprising *Ordinary Time* begins following Pentecost and continues until Advent.

Church Fellowship and Worship

Our traditional worship service is held on Sunday mornings from 10:30 to 11:30, with church school for youth and adults at 9:30. This schedule is sometimes modified during the summer months. Child care is available for infants and young children during the Sunday School hour and worship. There are three options: 0-2 years in nursery #1, 2-4 years in nursery #2, and 4 ½ - 1st grade in children's worship – that begins in the sanctuary and they join children's church after the children's moment.

Youth fellowship takes place every other Sunday at various times, depending on the activity and program. Central Presbyterian participates in cooperative youth ministry with our sister church, Unity Presbyterian.

The Sunday Morning Worship Service

Our Sanctuary is on the 2nd floor of the building. There are staircases on each side of the front door (on the 7th Street side) and an elevator in the church office. There are ground level entrances on both the north and south sides of the building that are wheelchair accessible. Bulletins (an outline of the service) are available from ushers at the doors to the sanctuary, including large print copies. Sunday worship begins with a musical prelude at 10:15. The pastor, a liturgist, and the adult choir enter shortly before 10:30 to begin the service. Members of the congregation usually serve as the liturgist. Our typical one-hour Sunday worship service follows a familiar pattern, described below. There are several main sections: GATHERING, THE WORD, THE LORD'S SUPPER (when observed), and SENDING.

- *Words of Welcome and Concerns* include important announcements from the pulpit. Other announcements are printed in the bulletin.
- *Minute for Mission* may be presented on a topic of importance to the congregation.
- *Choral Introit* and *Call to Worship* follow, led by the lay liturgist. Words for responsive readings appear in the bulletin.
- First *Hymn* is sung by the congregation after the organist plays the hymn once. Blue hymnals are available in the pew racks, and large print editions (without the music) are also available. The Gifts are brought to the front by the ushers during the hymn – Bible, water for the baptismal font, plate and cup – and the candles are lit.
- *Call to Confession* begins with a scripture verse, followed by *Confession of Sin* read together.
- The liturgist presents the *Declaration of Forgiveness*, followed by the *Gloria Patri* (Hymn 579) and *The Peace* in which congregation members exchange signs of peace and reconciliation.
- *The Word* represents the next phase of worship. It begins with *The Children's Moment*, presented by the pastor or other church member. Children are invited to come to the front of the church for the lesson, and then the younger children leave to attend Children's Church on the 1st floor.
- There is a *Prayer for Illumination*, followed by the *First Reading*, a scripture passage linked to the lesson for the day. The scripture text is printed in the church program and pew Bibles are available for those who wish to read along. Presbyterian churches are provided sample scriptures in the *Lectionary*, and often congregations world wide study the same lesson that day.
<http://www.pcusa.org/devotions/lectionary/index.htm>
- The choir next presents an *Anthem*, usually accompanied by organ or piano.
- The pastor presents the *Second Reading*, also linked to the lesson for the day.
- Following the second reading is the day's sermon, chosen to link to the lesson of the day. The text of the sermon is made available on our web site within a few days of the service. www.thcpc.org.
- Following the sermon is another *Hymn*, followed by responsive reading of *The Affirmation of Faith*, printed in the bulletin. These readings rotate, but often come from the *Book of Confessions* mentioned elsewhere in this *Handbook*.
- The pastor conducts *Prayers of the People* which conclude with *The Lord's Prayer*. (We use "debts/debtors" rather than "trespasses".)
- Next is the *Offering* where collection plates are passed by the ushers. They also collect prayer requests and the attendance sheets passed down the rows. Guests are not expected to make an offering but may, they so choose. Concluding the offering is the *Doxology*, a familiar tune (Hymn 591) from the hymnal. Alternate words appear in the program. The pastor offers a prayer of dedication.
- The service concludes with the third *Hymn*, the *Call to Discipleship* and *Blessing* from the pastor, and choir sings a choral response to the benediction.

- The organist plays a *Postlude* while the congregation files out of the sanctuary. Many remain in the pews to listen to the postlude. The pastor and the liturgist greet each person at the bottom of the stairs.
- Following the service, everyone is invited to the *Fellowship Hour* in the Fellowship Hall on the 1st level.

The Lord's Supper – Communion

Communion is one of the two sacraments we observe. In our denomination, the Lord's Supper is open to all who have been baptized, including baptized children who are being nurtured and instructed on the significance of the Lord's Supper.

We celebrate Communion on the first Sunday of each month and at other special services. The worship commission prepares the bread and grape juice – ceremonial elements. Ordinarily a group of elders and deacons receive the elements from the minister and pass them to the congregation. Communion plates are passed along the rows by the elder. Gluten-free bread is available on request. We occasionally use different forms of this service, but each is explained in the bulletin. On a Communion Sunday, the ceremony follows the Sermon near the end of the worship service.

Baptism

Our second sacrament is Baptism. Baptisms are included within a regular service of worship rather than in private ceremonies outside of congregational life.

Although most baptisms at Central have been for infants and children, people of any age may request baptism and they do not have to be members of the church. Frequently baptisms for adults and older children occur at the time they join the church. During infant baptisms, the entire congregation promises to nurture the child in faith. Adults seeking baptism make a public profession of faith.

We recognize the Trinitarian (“... in the name of the Father, the Son, and the Holy Spirit”) baptisms of other denominations, so new members are not re-baptized.

Music Programs

The Motet adult choir sings during the worship service from Labor Day to Memorial Day. The Motet choir rehearses from 8:45 – 10:00 on Sundays before worship. Special music is offered at Christmas and Easter, with extra evening rehearsals. The choir director coordinates the adult choir and the organist provides accompaniment.

Our church is fortunate to have the Alfred Schmidt Memorial Organ, a generous gift from our late former organist. The Johannus Custom Rembrandt 497 organ was custom built for our church in the Netherlands, and was dedicated in July, 2006. The organ has four manuals and 350 voices with 5,000 watts of power. The pipes visible at the front of the church are from the 1923 Moeller pipe organ – the music today comes from 30 speakers found in the front and rear (or antiphonal) sections of the church. There is a Cymbelstern (Zimbelstern) which utilizes six handbells struck with an electric motor.

The High Ground men's *a capella* chorus sings occasionally throughout the year at worship services and other events. Most High Ground arrangements do not have any accompaniment. High Ground rehearses on Thursday evenings. The church organist coordinates the men's chorus.

The children's choir performs several times per year in conjunction with special church events. The Christmas pageant is an opportunity for the children to perform the Christmas story.

The *Alfred R. Schmidt Concert Series* offers monthly performances by members of our congregation as well as groups from other congregations. This was formerly known as the Sunday Afternoon Concert Series.

Our congregation has a *Talent Show* for our congregation to show off its musical and artistic ability. The youth organize the show - don't miss it!

Christian Education Programs

Christian Education is vital to the life of Central. The Christian Nurture commission (CN) and the Christian Educator work together to develop and oversee programs appropriate for all ages.

Weekly Sunday School classes are offered for preschool, elementary, youth, and adults. The adult classes include Coffee and Conversation, a casual discussion of current events from a Christian point of view, and the Adult Bible Study which uses "The Present Word" quarterly studies. A Korean ESL Bible Study is also offered for young adults and adults. Our children and youth classes use a PCUSA curriculum across all grades.

Week night educational series are offered twice a year. The Lenten Series meets on the six Wednesdays during Lent (between Ash Wednesday and Easter). Wonderful Wednesdays are an annual 4 to 6 week series in the fall, generally in October. Both events include light supper and learning activities for children, youth, and adults.

Each summer, Vacation Bible School is held in cooperation with Unity Presbyterian and Trinity Lutheran churches. We prefer an outdoor, marketplace format that becomes intergenerational as adult and youth leadership interact with the children in making the Bible stories and God's love come alive.

Fellowship Groups and Mission Programs

Our church is fortunate to have several fellowship groups and mission programs.

- *Ladies Night Out* enjoys a variety of fun adventures.
- *Men's Fellowship* meets monthly for Saturday breakfast prepared by the men.
- *Presbyterian Monday Stitchers* meet every Monday morning to prepare stuffed animals for CODA and other mission work.
- *Women's Book Club* meets monthly for book discussions.
- *Chinese Bible Study* meets on Friday evenings to provide Chinese students and others an opportunity to study the Bible.
- *Youth Group* meets on alternate Sundays for youth between 6th and 12th grades.
- *Seekers and Searchers* women's bible study meets weekly at a member's home.
- A quarterly *New Members* class meets with the pastor on Sunday morning before church. Contact the church office for more information about this class or speak to the pastor.
- An *English as a Second Language Study Group* meets on Thursday afternoons from 3:30-4:30. Church members provide conversational partners and fellowship for international students trying to gain English proficiency.

- *John Chironna Preschool* is an outreach program that offers high quality preschool classes for low income families served by our church. Church members volunteer and Central employs a professional teacher.
- Our church occasionally participates in building a *Habitat for Humanity* house.

Central Presbyterian Church Office

The church address is 125 N. 7th Street, Terre Haute, IN 47807. The church office is normally open from 8 AM to 3:30 PM Monday through Friday – ring the doorbell to have someone to unlock the door. The church telephone number is 812-232-5049; an answering machine will take messages after hours. Our church web site is found at www.thcpc.org. We produce church bulletins in large print as well as the normal size. Our email address is cenpres1@verizon.net.

Central Presbyterian Church Staff

Our church is blessed by a highly competent staff, paid and volunteer. This section provides basic descriptions of the duties of each position, and Appendix A contains a biography of current staff members.

The head of staff is the *pastor*, an ordained minister of Word and Sacrament who is considered a teaching elder. The pastor has studied theology in a seminary, and has additional instruction in preaching and counseling. The pastor conducts worship services including weddings and funerals, performs counseling, makes hospital calls, and helps plan strategy for the congregation. The pastor is moderator of session for the church, and is a member of the presbytery. When the installed pastor leaves the church, the congregation may call an *interim pastor* to serve as pastor until a new pastor is called to the pulpit. The pastor's email address is cpcpastor1@verizon.net. Our current pastor is Reverend Lant B. Davis.

The *associate pastor* functions in parallel and supportive ways to the pastor. The associate pastor attends session meetings, conducts weekly and special worship services, may officiate at communion and baptisms, makes hospital calls, performs counseling, and other duties associated with our congregation. The associate pastor's email address is cpcassoc1@verizon.net. Our current associate pastor is Alan N. Harder, CLP.

The *church secretary* manages the church office, providing secretarial support to the church operations, preparing the Sunday service program, duplicating the *Herald* newsletter, and performing other duties for church committees and commissions. The church secretary at this time is also the *financial secretary* – she handles receipt of contributions to the church and creates contribution reports for the congregation. The secretary's email address is cenpres1@verizon.net. Our current church secretary is Sarah Kelsheimer.

The *Christian education director* is the person who is most responsible for directing the education programs of our church. This person plans the curriculum for the Sunday School program, Vacation Bible School in the summer, and many other programs. The CE director's email address is cpccedir@verizon.net. Our current Christian education director is Cheryl Moles.

The *choir director* selects music for the choir to perform and also participates in selection of hymns for the worship services. The choir director conducts rehearsals and leads the choir during services. The choir director also commissions soloists when the choir is not in session and occasionally sings a solo. The current music director is Dr. Mark Carlisle, Assistant Professor of Music, Indiana State University.

The *organist* plays the organ and piano for worship services, weddings, and funerals. The organist participates in the selection of hymns for the worship services. The organist may be responsible for additional performances and in our case, the Alfred R. Schmidt Concert Series (formerly SACS). The current organist is Gary Jenkins, Dean of the local chapter of the American Guild of Organists.

The church *treasurer* is a volunteer position. The treasurer pays bills and prepares financial statements for the congregation. While the financial secretary receives contributions, the treasurer writes the checks; they are a check and balance and cannot have access to the other person's access to church funds. The current treasurer is Beth Christ, CPA.

The *clerk of session* is an elder who performs secretarial duties for session, maintaining the official roll and performing communications for our congregation. The clerk of session files our annual report with the presbytery. The current clerk of session is Connie McLaren.

The *parish associate* is an occasional clergy role performed by Rev. Scott Paul-Bonham, a Presbyterian pastor who serves as chaplain at the U.S. Penitentiary in Terre Haute. The parish associate is able to conduct services, provide pastoral care, preach, baptize, and serve communion.

The *preschool teacher* conducts the Chironna Preschool program offered by Central. The current teacher is Gayle Wilson. A special board provides oversight for the Preschool. A member of the congregation directs the program.

Other important volunteer staff roles at CPC include additional officers of the church corporation (*president, vice president*), *parish nurse* (currently Clare Jordan), *Sunday School superintendent(s)*, *librarian (s)*, and *campus minister* (currently Rev. Jack Diel). In addition, many people serve on boards, commissions, committees, and task forces, as described in the next section.

Church Communications and Print Publications

The church produces these publications on a regular basis.

1. The *Bulletin* is prepared for each Sunday worship service. Similar programs are made available for other services. Large print editions are found at both rear doors to the sanctuary.
2. The *Central Presbyterian Church E-news and Prayer List* is an email distributed weekly to those who wish to receive it in their email.
3. The *Herald* is a monthly printed newsletter distributed by U.S. mail to members and friends.
4. The church web site publishes the pastor's sermons shortly after each service. Check the site at www.thcpc.org. You can review previous sermons if you want a second look – there are many in the archives. Much more information is found in the church web site.

Other key CPC publications include the *Annual Report* distributed in January before the Annual Meeting and the annual *Directory* with names, address, email, and telephone information for members and friends of the congregation. Look for these in the Fellowship Hall.

Church Budget, Pledges, and Corporate Status

Like many other not-for-profit organizations, Central Presbyterian Church is recognized as a 501(c)(3) corporation within the state of Indiana. Our by-laws are on file with the secretary of state, and were revised in the reorganization of 2005. A copy is available in the church office if

you are interested. Your financial donations to the church are considered tax deductible and you will receive an itemized statement of your contributions at the end of the year.

Our operating budget is prepared in the fall for the following year. While the session is responsible for adopting the budget, it is customary in our church to report to the congregation. The annual fund drive (called our stewardship campaign) also takes place in the fall. The budget is scaled to match the pledges and expected miscellaneous income. Each member and non-member has the opportunity to make a pledge to the church by filling out a pledge card. We encourage all to make a pledge, even if it is a modest amount, so that we can plan accordingly. It is easier to plan our budget based on pledges received. Pledges can be adjusted up or down during the year, if necessary. Pledge amounts are held in confidence.

An operating budget is published in the *Annual Report* distributed in early January, along with the financial reports for the past year and committee reports. At the Annual Meeting in January each board, commission, and committee has a chance to answer questions. Members can discuss the budget and other matters, as well as elect representatives to the nominating committee for the following year.

Pledges may be paid annually, monthly, weekly, and everything in between. The financial secretary records your gifts each week. Your pledge envelope identifies your pledging unit and provides anonymity for your gift. Some families write one check on the first Sunday, and that is usually the Sunday with the highest collection. Cash is accepted! Those with financial securities that have appreciated in value may take advantage of tax laws and donate the appreciated shares – the contributor receives credit for the full amount of the shares and does not have to pay capital gain tax on the increased value. The church is not liable for capital gain taxes.

How Do I Get Involved?

Our congregation is a community of believers called by God to grow, to share, and respond with compassion to the needs of our changing world. There are the many opportunities to be involved at Central church. Attend worship, consider joining a *New Member* class, visit an adult or youth Sunday School class, and more. Visit with others during the Fellowship Hour following Sunday morning worship. Coffee and snacks are free, and so are the conversations. Make sure the church office has your home address to put you on the mailing list for *The Herald* monthly church newsletter and your email address for the weekly email newsletter. In it are articles about church happenings and a calendar of events for the next month. Here are opportunities to express your interests, with someone to contact.

- The annual *Time and Talent Survey* is distributed to everyone in the church. In it you can indicate your interests and even volunteer to get involved. We use this most often as committees are being formed for the coming year, but also refer to them when special needs arise during the year.
- If you are a singer, consider joining our Motet choir. Rehearsals are on Sunday before the worship service, and you might first sit in the pews and observe what goes on. Participation is not based on auditions, and you'll find the choir is very welcoming to newcomers! If you have questions, speak to the choir director following service.
- The men's *High Ground* chorus rehearses weekly, and is led by our organist. See the organist if you are interested, or speak to one of the singers after service.
- Weekly opportunities exist for all sorts of roles – greeters, ushers, coffee hosts, pulpit assistants (the liturgist), children's moment presenters, Sunday School teachers, or anyone who likes to hold babies. By the way, being a greeter is a good way to meet a lot of people in

the congregation! The same is true for coffee host – you set out coffee, juice, snacks, plates, and napkins for the Fellowship Hour on Sundays; don't worry, we provide all the pieces so you don't have to cook! You might chat with someone who you know has done that job, or see the pastor and ask for a referral. We have procedure descriptions for most of these jobs, and you'll find lots of help if you ask.

- Committees and Commissions are a great way to make a contribution to the church. Brief descriptions of each are found in this *Handbook*, with more details in the appendix. People generally serve multiple year terms, beginning in the spring. The nominating committee fills openings in the fall, and if you are called to serve, don't hesitate to ask questions. If you feel the call, you can indicate a willingness to serve in the *Time and Talent Survey* or by leaving a note in the church office. Many people are brought into a committee by someone else who is already a member.
- The *Chironna Preschool* is always looking for volunteers to help in the mornings during the school year, Tuesday-Friday. See the director of the preschool or mention your interest to the church office.
- There are occasional volunteer jobs in the church office during the week. Call the office if you have some time you would like to share at church. We need people to serve when the church secretary is away or on vacation.
- Participate in one of the many church programs listed in the *Handbook*. The church office can give you details, and the detailed week schedule is printed on the inside last page of the *Sunday Bulletin*. The pastor often makes announcements about these groups from the pulpit.
- If you don't quite fit any of the previous categories, just ask the church secretary, the Christian Educator, the pastor, or someone you know how you can be involved.

The Church Year – What Happens When

Church school follows the local school year, mid August to Memorial Day in May. Vacation Bible School is held in the summer months. The adult choir rehearsals also follow the local school year, September to Memorial Day. *High Ground* rehearses year round. Many special programs follow church seasons such as Advent, Lent, and so forth. For instance, the church offers weekly *Wonderful Wednesdays* (light dinner, special program) in the fall and the *Lenten Series* in the spring.

The nominating committee finds people to fill positions in the fall and most serve on a calendar year basis. Officers and committee members receive training beginning in January and begin serving in the spring. Most committees meet year round but some meet less regularly in the summer months.

The church pledge year begins in January and goes through December. The stewardship campaign is in the fall. Your contributions are reported on a calendar year basis.

Organizational Structure of our Church

Many in our congregation serve the church by participating in various groups. Our church has five types of groups with varying levels of authority and responsibility. Here is a brief description of each type.

- *Board* – a body that is empowered to make decisions for the congregation. Boards are identified in *The Book of Order* and specific duties are found there. We have two boards in our church: the *Session* and the *Deacons*. The session is considered a governing body and has overall responsibility for church matters. Deacons provide care for members of the congregation.

- *Commission* – a group empowered by session to *act for session* for specific purposes. In other words, a commission acts with the power of session and does not have to wait for session to approve its actions. At least one elder serves as liaison to session for each commission. We have six commissions in our church: *Christian Nurture, Church Life/Church Action (CLCA), Communications, Facilities, Finance, and Worship,*
- *Committee* – a group formed by session to consider issues referred to it by session. While a committee can fully explore and debate matters within its jurisdiction, only session has the power to make the ultimate decision. Committees are also empowered to carry out decisions made by session. We have three committees in our church: *Interpretation and Support, Mission, and Personnel.*
- *Task Force* – a temporary group formed for the purpose of studying a specific matter. Task forces are not permanent; once the matter has been addressed, task forces are disbanded.
- *Team* – an informal group who address an issue. For example, our church has a *technology team* who takes care of the information technology of our congregation. We have *usher teams* that work on a given Sunday cycle. Boards, commissions, and committees may form teams in the normal course of their business.

Duties of Boards, Commissions, and Committees

Detailed explanations of each board, commission, and committee are found in Appendix B to this *Handbook*. An organizational chart appears below. New groups added in the reorganization approved in 2005 are shown in bold.

Boards

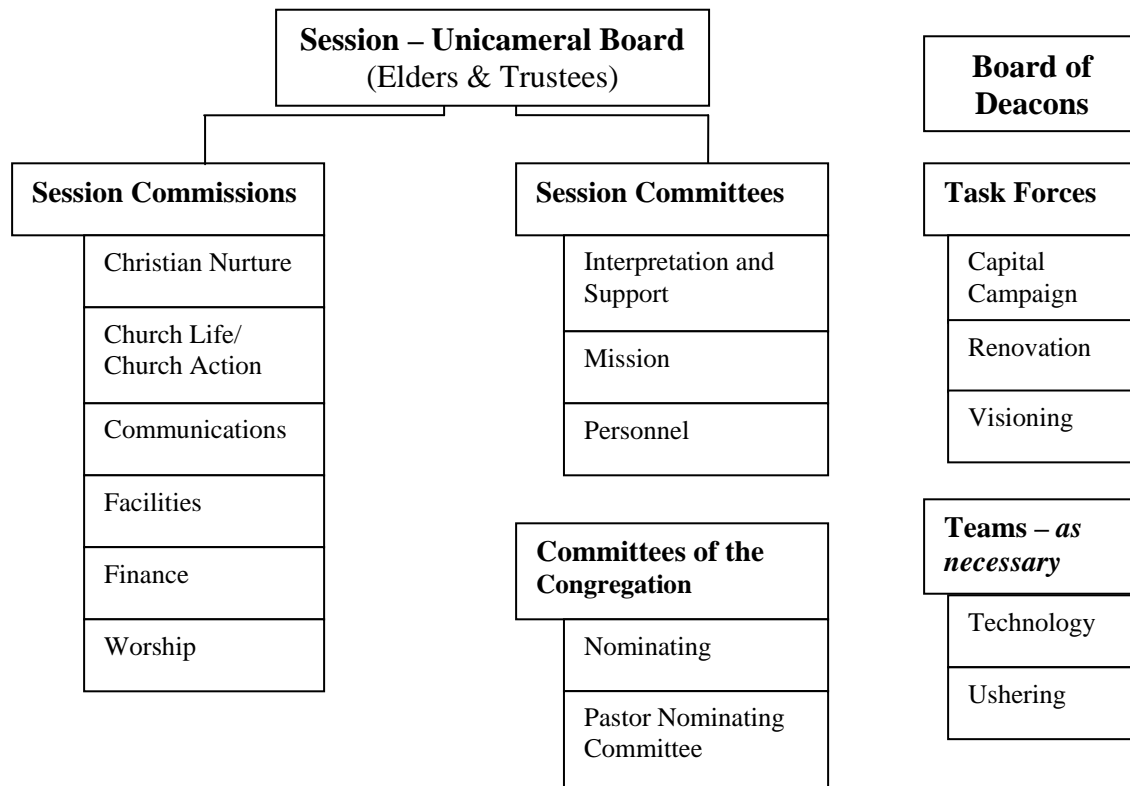
Session (Board of Elders)

The session consists of 15 ordained elders and oversees the work and worship of the church. Prior to 2006 we had a third board, the Board of Trustees. In 2006 we moved to a unicameral governing board that combined boards of elders and trustees in order to improve communications and focus fiscal responsibilities by acting as one body. Elders serving on the session are also elected to serve as trustees of the church corporation. Our session delegates some of its specific responsibilities to its commissions and committees. For example, there is a facilities commission to take care of the building and its equipment.

Board of Deacons

In addition to its traditional role in assisting with pastoral care for older members and shut-ins, the deacons play an expanded role, particularly in member development. Deacons are responsible for *all* members, with individual deacons being assigned a group (flock) of members to care for. Deacons play a central role in new member orientation and helping our church to be a more welcoming church for visitors. Deacons continue their role in bereavement and host the Koinonia prayer group.

Central Presbyterian Church Organization Chart



Commissions of the Session

Christian Nurture Commission

The Christian Nurture Commission takes on the role of educating members through special educational programs, weekly church school, adult education programs, and Bible study. CNC is responsible for developing curricula that are consistent with our mission and beliefs. This commission is charged with recruitment and development of teachers. CNC is responsible for the youth groups, for recognizing graduates, receiving scholarship applications, and the church library.

Church Life/Church Action Commission

The CL/CA Commission coordinates many gatherings of our church. CL/CA might arrange special events such as spiritual retreats, picnics, pot luck dinners, adult social events, the church camping trip, and more. CL/CA sponsors caroling, the book club, meet the pastor events, and small group dinners. CL/CA is responsible for the Fellowship Hour after church.

Communications Commission

This commission is responsible for public relations and promotion of church events, both internal and external. It is responsible for the church web site, newsletter, and other church publications. This commission assists committees and boards in developing procedures manuals. This commission is also responsible for the name tag program.

Facilities Commission

This commission performs many traditional facilities management duties, managing the building, office equipment, sound system, fire warning system, and outdoor areas including signs and

snow removal. The commission performs minor repairs and facilitates major repairs as necessary. The facilities commission is responsible for opening the church, preparing coffee, closing the church after services, and establishing custodial services. It coordinates with the Worship Commission about wedding policies that affect the facility.

Finance Commission

The finance commission manages counting the collections, reviews the financial statements, receives property, arranges for an annual financial review, and examines insurance policies. This committee is staffed by elders and other members, including current and previous treasurers. The commission examines appropriate investment strategy in light of our needs

Worship Commission

The worship commission continues to serve its traditional role in preparing for the worship services. This includes planning for worship, overseeing the music program, and planning special services. The worship commission prepares the sanctuary, securing pulpit assistants, acolytes, ushers, children's moment presenters, and the occasional guest pastor. This commission secures Communion servers and prepares the sacraments.

Committees of the Session

Interpretation and Support Committee

This committee follows its traditional role in establishing the stewardship campaign, carrying out special offerings, and preparation of the church budget. This committee reports to session.

Mission Committee

This committee is responsible for developing mission opportunities and making recommendations to session about mission projects for the congregation. It will suggest new mission projects consistent with the mission of our church.

Personnel Committee

This committee follows its traditional role of establishing policies for all personnel of the church. It is charged with recruiting and hiring all staff members except the pastor. The personnel committee performs reviews of the staff and makes recommendations for compensation increases to session.

Committees of the Congregation

Nominating Committee

The nominating committee is a committee of the congregation. It presents nominees for vacancies in boards and committees as needed. Its primary duties involve preparing a slate for each new year, but it is occasionally necessary to fill a vacancy in the middle of the year when someone leaves a board/committee/task force or as a new committee or task force is formed.

Pastor Nominating Committee – A PNC is elected by the congregation when an installed pastor leaves the church. They are responsible for searching for and recruiting a called pastor whenever there is a vacancy in the pulpit. The PNC is chosen and charged by the session, but is responsible to both the congregation and the presbytery.

Occasional Task Forces

- **Renovation Task Force** – to work with the congregation to develop alternatives for structural improvements and renovations to better deliver our mission.

- **Capital Campaign Task Force** – associated with fund raising associated with the planned church renovation and structural improvements.
- **Vision Task Force** – studies the congregation, the church, and the community to develop a vision for where we want to be as a church, including examination of the mission statement.

Teams

- The **Technology Team** is responsible for procuring, installing, maintaining, and upgrading the technology found in our church. This includes computer equipment, the copiers, software, and other equipment. The team has requested that no used computer equipment and software be given to the church for use.
- **Usher Teams** perform their duties on a given Sunday, say the second Sunday of each month.

For More Information

- Central Presbyterian Church web site, www.thcpc.org
- Presbyterian Church (U.S.A.), www.pcusa.org
 - The Constitution of the Presbyterian Church (U.S.A.)
 - Part I: *Book of Confessions* www.pcusa.org/oga/publications/boc.pdf
 - Part II: *Book of Order* www.pcusa.org/oga/publications/boo07-09.pdf
 - What We Believe www.pcusa.org/today/believe/believe.htm
 - Who We Are www.pcusa.org/navigation/whoweare.htm
- Presbytery of the Ohio Valley www.povpc.org/
- Synod of Lincoln Trails www.lincolntrails.org
- *The Presbyterian Handbook*, Geneva Press, Louisville, KY. ISBN 0-664-50288-1
www.genevapress.com.

Appendix of the Central Presbyterian Church Handbook

A – Staff Biographies

B – Detailed Committee Responsibilities

C – Previous Ministers of the Church

D – Layout of the Church Building

Appendix A – Staff Biographies

Rev. Lant B. Davis

Pastor

Our pastor, Rev. Lant B. Davis, came to serve Central Presbyterian Church in August 2005. A native of Birmingham, Alabama, he received his undergraduate degree from Duke University (B.A. 1976). Following that, he studied law at Yale Law School (J.D. 1979), after which he moved back to Birmingham to practice law with Bradley Arant Rose & White LLP, where he led the firm's health law group.

Lant's wife, Amanda Neel Davis, also grew up in Birmingham. She is a graduate of Hollins College and holds a masters degree in Mathematics from the University of Alabama in Birmingham and a Ph.D. in Mathematics Education from the University of Louisville. Amanda and Lant were married in 1982, and their only child, son Lee Neel Davis, was born in 1983. Having been raised as a Southern Baptist, Lant became a Presbyterian when he joined Amanda's home church. All three were active in the church—Lant as a member of the board of deacons, the session, the choir, and a pastor nominating committee, and as scoutmaster of the church-sponsored Boy Scout troop; Amanda as a church school teacher and vacation Bible school leader; and Lee as a member of the youth group and scout troop.

After 19 years as a lawyer, Lant felt God calling him more deeply into the service of the church. In 1998, with the generous concurrence of Amanda and Lee, he moved the family to Louisville, Kentucky, in order to enroll in Louisville Presbyterian Theological Seminary. He thoroughly enjoyed his time there, serving as a student teaching assistant in Hebrew, Greek, and Old Testament. After graduation (M.Div. 2001), he accepted the seminary's call to remain on campus and serve as assistant to the president, to which position he was ordained in 2001 as a Minister of Word and Sacrament.

Meanwhile, Lee completed high school and enrolled at Yale University, where he majored in history and served as president of the Yale Glee Club. Upon graduation in 2005, Lee moved to Madison, Wisconsin, where he worked for Epic Systems, a company that develops and markets software to hospitals and major medical clinics. In August 2007 Lee enrolled in Duke Law School in Durham, North Carolina. Since 2006 Amanda has been teaching at Saint Mary-of-the-Woods College near Terre Haute. She currently is an assistant professor in the Department of Education.

Lant and Amanda moved to Terre Haute in August of 2005, when Lant began his service at Central Presbyterian Church. Lant and Amanda have quickly become a part of our church family. They enjoy living in Terre Haute and frequently remark upon the hospitality they have experienced in the church and in the community. Lant enjoys music of almost every variety. He was part of the leadership that brought the Alabama Symphony Orchestra out of bankruptcy in the 1990s. He also enjoys exercising, boating, and once had fun learning celestial navigation. Amanda loves art and sometimes does her own paintings. Both enjoy reading and traveling. Their big project recently has been the renovation and improvement of their house, located in an historic section of Terre Haute. Lant and Amanda (and their dog Louise) reside at 2100 Ohio Boulevard, Terre Haute, Indiana 47803. Their home telephone number is (812) 235-7026.

Alan Harder, CLP

Associate Pastor

Alan Harder has been a member at Central since the mid-1980s. Alan and his wife Marsha have been active on our boards and committees. Alan has also been active in the Presbytery of Ohio Valley and in the Terre Haute community. Marsha has recently retired from the Vigo County School Corporation as a high school English teacher. Alan is a graduate of the University of Evansville with a major in Sociology, and minors in Psychology and Math. He also holds a 2005 Diploma in Pastoral Studies from Louisville Presbyterian Theological Seminary. Alan retired in 2006 from a 34-year career with the Social Security Administration, and was called to serve Central as a Commissioned Lay Pastor in 2007. Alan works part time, providing pastoral care, working with committees of the church, leading special services and programs and filling our pulpit when Pastor Lant Davis is away.

Alan's ordination is as an elder. However, after receiving appropriate training, Presbyterian elders may be commissioned by a presbytery to serve as pastors in specific, local ministries. Many lay pastors are commissioned to serve churches that are too small to support a full-time minister. Alan joins four other elders in our presbytery in serving their own congregations as an associate pastor. Although he is commissioned to serve only Central Presbyterian Church, Alan is able to perform all ministerial services.

Alan enjoys music and sings in both our Sunday morning choir and in *High Ground*, our men's a capella chorus. He also plays several musical instruments including a tuba and a didgeridoo—an aboriginal Australian instrument. Alan and Marsha have two adult children, both married and living in the Indianapolis area: Jon and Linda Harder, and their daughter Megan; and Betsy and Dan Clayton.

Cheryl Moles

Christian Educator

Cheryl has been the Christian Educator at Central since 2000. Previously she taught preschool at Memorial United Methodist Church for 13 years. She's in the process of being certified as an Associate Certified Christian Educator through the Association of Presbyterian Christian Educators. Cheryl is a native of Indianapolis and got her bachelor's degree in elementary education and early childhood from Ball State University. She and her husband, Jim, have been members of Central since 1980. They have three adult children, Jeff, Brian, and Sarah. Through the years, she has served on many committees and is active in a variety of ways at Central. Cheryl and Jim were the youth group leaders for 12 years. Cheryl reports that her greatest joy is having the staff and members of Central as church family. They support her in her work and are dear friends.

Her office door is always open for you to stop by and say hi!

Sarah Kelsheimer

Church Secretary, Financial Secretary

Sarah serves as the church and financial secretary. She began working at Central Presbyterian Church in 1989. Upon graduation from Paris High School, Paris, IL, she attended Olivet Nazarene University and received an Associate of Arts in Secretarial Science. She previously worked for St. Mary-of-the-Woods College in the Women's External Degree (WED) program. Sarah and her husband, Larry, live in St. Bernice, IN. They have two children – Larry, Jr., a

student at Vincennes University studying Conservation Law Enforcement, and Lucas, a junior at South Vermillion High School. On most evenings and weekends, they attend various high school sporting events – football, wrestling, basketball or baseball. They attend a small Nazarene church in St. Bernice, serving in various positions and committees. Sarah says it is a joy to serve the members and friends of Central Presbyterian Church.

Gary L. Jenkins

Organist

Mr. Jenkins began piano study at age five and two years later he entered the Berwyn Conservatory of Music, Berwyn, Illinois, and studied with for fourteen more years. Organ study began at the age of ten. Eighteen months later his teacher asked Mr. Stanley Martin, organist of Chicago's Orchestra Hall and Emmanuel Episcopal Church, LaGrange, Illinois, to continue as his organ teacher. While a junior in high school, he continued his study at the nationally recognized American Conservatory of Music in Chicago. Mr. Jenkins studied with many of that institute's finest teachers. He served as accompanist for choral works under Ms. Margaret Hillis, director of the Chicago Symphony Chorus.

Mr. Jenkins continued his organ study at the Cathedral of St. John the Divine in New York City, the Netherlands, and Belgium. Mr. Jenkins has appeared as recitalist in Illinois, Indiana, Michigan, Wisconsin, Iowa, Texas, New York, Boston, Colorado, and The Netherlands.

Gary has served numerous congregations, including fifteen years at a Skokie, Illinois, synagogue, and churches in the Methodist, Presbyterian, Roman Catholic, United Brethren and United Church of Christ denominations. For several years he was organist for the Chicago Sunday Evening Club on Channel 11, a program hosting many prominent clergy from around the world. His church choirs, both adult and youth, have performed at Orchestral Hall Chicago for the Sunday Evening Club and on channel 11, WTTW, television in Chicago. At Central Presbyterian Church of Terre Haute, Indiana, he is organist and director of *High Ground*, the men's chorus. The monthly Alfred R. Schmidt Concert Series (formerly SACS) is coordinated and directed by Mr. Jenkins. He also teaches organ and choral music at the Carmelite Monastery in Terre Haute. Elected in 2002, Mr. Jenkins is the founding Dean of the Wabash Valley Chapter (based in Terre Haute) of the American Guild of Organists.

Gary's organ apprenticeship was with Mr. E. Semerad, Chicago; Mr. Wm. H. Delle, Chicago; Mr. Frank Wichlac, Chicago; and the Tellers Organ Company, Erie, Pennsylvania. He has designed instruments for the Tellers Pipe Organ Company and the Wicks Organ Co., Highland, Illinois. The Jenkins Pipe Organ Company serviced and maintained over 100 organs in Illinois, Indiana and Michigan. Mr. Jenkins currently serves as Curator of Organs for Rose-Hulman Institute of Technology.

Dr. Mark Carlisle

Choir Director

Dr. Carlisle teaches studio voice, serves as Music Director for Opera Workshop, and directs the Sycamore Singers and Women's Chorale at Indiana State University. He received a Bachelor of Music Education degree from Wittenberg University, a Master of Music degree from the University of Michigan, and the Doctor of Musical Arts degree from the University of Texas at Austin. Dr. Carlisle has sung extensively as tenor soloist in recital, oratorio, and major choral works with such ensembles as the Ann Arbor Cantata Singers, Austin Choral Union, Austin Pro Arte, and the Terre Haute Choral Society. He has conducted numerous performances with both

the Sycamore Singers and Women's Chorale, and conducted such Opera Workshop performances as Mozart's "Marriage of Figaro," Copland's "The Tender Land," and Humperdinck's "Hansel and Gretel." Dr. Carlisle is active throughout Indiana as a vocal and choral adjudicator at both the high school and collegiate levels, and has served as guest conductor/clinician for such events as the Wabash Valley Christmas Choral Festival, the Turkey Run Choral Festival, and the Wabash County Honors Choir Concert. He is a member of several music organizations, including the National Association of Teachers of Singing (NATS) and American Choral Directors Association (ACDA), and has served in the past as both President and Vice-President for the Indiana Chapter of NATS. Mark became choir director at Central in 1993.

Scott Paul-Bonham

Parish Associate

Scott Paul-Bonham was born in Grand Rapids and reared in Holland, Michigan. He attended and graduated from Alma College in Michigan. He attended Union Theological Seminary in Richmond, Virginia, and graduated in 1987. Scott served two congregations in Arkansas—Central Presbyterian of Fort Smith as an Associate Pastor, and Wynne Presbyterian Church as pastor. In 1997 Scott began his validated ministry as a Chaplain in the Federal Bureau of Prisons at FCI Forrest City in Arkansas. Scott transferred to the United States Penitentiary in Terre Haute, Indiana, in 1999. He has done extensive ministry on death row, served as the Supervisory Chaplain, and now manages a residential, faith-based program in the penitentiary called Life Connections.

At Central Presbyterian Church Scott has led and taught the Coffee and Conversation Adult Church School Class, filled the pulpit and lectern as needed, co-led the youth group for a year, been active in the Presbyterian Men's group, and provided pastoral care and hospital visitation when the pastor has been gone. Scott considers it an honor to be a Parish Associate at Central Presbyterian Church in Terre Haute. Scott rejoices in his family, which includes his wife, Donna, and two teen-age children, Andrea and Nathan. He loves to listen to Andrea sing and act. He loves to listen to Nathan play guitar and to watch him play soccer and basketball.

Appendix B – Detailed Committee Responsibilities

In 2005 the reorganization task force suggested the following responsibilities and tasks for each body. The task force predicted that these duties will be refined and will evolve over time.

Session – Unicameral Governing Board – the Session is responsible for the mission and government of Central Presbyterian Church

- Provide opportunities for evangelism to be learned and practiced in and by the church
- To receive members into the church
- To lead the congregation in participation in the mission of the whole Church in the world
- To provide for the worship of the people of God (Worship Commission)
- To provide for the growth of its members and for their equipment for ministry (CN)
- To develop and supervise the church school and educational program of the church (CN)
- To lead the congregation in ministries of personal and social healing and reconciliation in the communities in which CPC lies and bears its witness
- To challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents (I&S committee)
- To establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes (I&S committee)
- To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God
- To engage in a process for education and mutual growth of the members of the session
- To instruct, examine, ordain, install, and welcome into common ministry elders and deacons on their election by the congregation
- To delegate and to supervise the work of the board of deacons and all other organizations and task forces within the congregation, providing for support, report, review, and control
- To provide for the administration of the program of the church, including employment of non-ordained staff (Personnel)
- To provide for the management of the property of the church (Facilities Commission)
- To maintain regular and continuing relationship to the higher governing bodies of the church, including presbytery, synod and General Assembly
- To establish and maintain those ecumenical relationships necessary for the life and mission of the church in Terre Haute, IN
- To serve in judicial matters in accordance with the Rules of Discipline
- To keep an accurate roll of the membership of the church
- Appoint commissions, committees, and task forces as needed to accomplish specific tasks
- Serve as liaisons to commissions and committees
- Serve as trustees of the church
- Authorize weddings
- Authorize baptisms and communion
- Appoint an interim pastor
- Perform annual evaluation of the pastor

Board of Deacons

- Assist with Pastoral Care
 - Shut-ins
 - Older member care
 - We Missed You care
 - Flock (shepherds) – member care

- Serve Communion on rotating basis at Westminster Village
- Hospital visitation (training necessary)
- Member development (prospective, new members, existing members)
 - Review pew pads – coordinate with other groups as needed
 - Contacting visitors (welcome, contact letter, follow-up)
 - Help congregation be a welcoming church
 - Reach inactive members
 - New member orientation program (coordinate with communications committee for publications)
 - Renew rolls of church once each year and make recommendation to Session
- Parish nurse program
- Holiday gift baskets
- Koinonia Prayer Group
- Bereavement Committee
 - food for family
 - food at church
 - Or fruit basket or book for church library
 - house sitting during funeral and visitation

Commissions of the Session

Christian Nurture Commission

- Educational programs for adults, youth and children
 - Bible Study
 - Sunday School for all ages
 - Youth Groups
 - Youth group mission trip
 - Curriculum selection/development
 - Liaison – Superintendents and the CN Committee
- Special Events
 - Lenten Series
 - Wonderful Wednesdays
 - Vacation Bible School
 - College Student Care (welcome/finals packages)
 - Hanging of the Greens/Advent kits for families
 - Organize Family and Adult retreats (mission/spiritual/educational)
 - Others
- Training and Recognition
 - Teacher development – recruiting, training, support, recognition
 - Training officers and committee members
 - Talent survey
 - Graduates recognition (high school and college)
 - Nursery maintenance team
 - Coordinate care when needed (Sundays and special meetings/events)
 - Establish policies/guidelines (i.e. sippy cups washed, baby toys clean and segregated)
 - Maintain space
 - Replenish snacks and supplies
 - Clean and organize toys, consider new or replacement items
 - Library

- Receive scholarship applications
- Member education
- prepare to share the good news of the Gospel with others

Church Life/Church Action Commission

- Provide for Sunday morning fellowship through coordination of coffee hour
- Recruit, train coffee hosts
- Provide a comfortable gathering place (ex: real coffee, newspapers corner; work with other groups as necessary to coordinate coffee preparation)
- “In charge” of kitchen (but coordinate with Facilities as needed)
- Label, organize
- Periodically clean out
- Notify office if supplies needed
- Nurture adult fellowship groups. Examples include:
 - CPC Book Club
 - Men’s group – develop
- Help coordinate fellowship events in team environment with other church groups. Examples might include:
 - Various special receptions (Sunday concerts, New Members, Guest Speakers, Lenten Series/Wonderful Wednesday dinners, Rally Sunday)
- Meals for congregational meetings
- Meet the pastor events – welcome receptions
- Coordinate social events & opportunities. Examples might include:
 - Picnics and ice cream socials
 - Pot luck dinners
 - Small group dinners and chat (former Cottage Groups/Guess Who’s Coming to Dinner)
 - Indianapolis Indians baseball game
 - Hanging of the Greens (work with Christian Nurture)
 - Cook-out and hayrides
 - Caroling
 - Church camping trip
- Coordinate spiritual fellowship through retreats, special services, and so forth
- Coordinate events and communication with presbytery. Ex: tailgating party at Big Event
- Help the church be a more welcoming church

Communications Commission

- Public Relations (marketing, advertising)
- Promotion (external events, internal events)
- Recruiting campaign – invitations
- Web site
 - Public site for everyone
 - Internal site as repository for documents, minutes, etc.
- Newsletter (including a web site version for archives)
- E-mail news
- Consider Name Tag Sundays program
- Flyer development
 - Member handbook

- Document racks
- Prepare for web site distribution
- Assist boards and committees in developing procedures manuals
- Review the Sunday bulletin format

Facilities Commission

- Open the church (unlock early, turn on lights, check HVAC, and lock up)
- Make coffee on Sunday before service (2 large pots and coffee corner)
- Minor repairs - perform
 - Painting, Plumbing
 - Landscape work – spring and fall
 - Snow removal
 - Signage
 - Deep cleaning (including dumpster efforts)
- Custodial & regular cleaning
- Manage Equipment
 - Office machines – copiers, other equipment
 - Computers (office, library, Preschool)
 - Kitchen equipment
 - Sound system (need a specialist and a backup specialist)
 - Fire system (work with security company, serve as contacts in list)
- Develop user guides for key systems of the church
- Major repairs - facilitate

Finance Commission

- Count money (collections)
- Review/present monthly financial statements
- Receive/hold transfer property
- Insurance (determine needs, receive bids for policies)
- Arrange for an annual financial review

Worship Commission

- Assist pastor in matters relating to the public worship of God
- Prepare sanctuary
 - Sunday Flowers (donors, talk to florist, put upstairs, distribute)
 - Polish the brass
 - Prepare, set up, and clean up communion elements
 - Prepare candles (oil filled, wicks ready)
 - Restock pews monthly
 - Seasonal tasks (paraments, Advent candles, etc.)
- Acolytes
 - enlist
 - train
 - supervise
- Sunday evening alternative worship
- Music Program
 - Choir director (meet occasionally with Worship Committee)
 - Organist (meet occasionally with Worship Committee)
 - Choir (adult, other)

- Soloists
- Recruit Assistants/Volunteers
 - Recruit pulpit assistants
 - Recruit children's moment presenter
 - Greeters (recruit, train)
 - Usher teams
 - Enlist
 - Train
 - Head usher
 - Clean out pews before/after service
 - Secure Communion servers (rotate between Deacons, Elders)
 - Guest pastor, as necessary
 - Secure
 - Welcome
 - Ensure payment occurs
- Periodically review wedding contract
- Coordinate Alfred R. Schmidt Concert Series (formerly SACS) refreshments with CL/CA
- Special Services (examples)
 - Jointly with Unity (held occasionally)
 - Easter Sunrise
 - Maundy Thursday
 - Ash Wednesday
 - Wholeness
 - Youth services
 - Christmas Eve (flowers, candles for congregation)
 - Other seasonal worship

Committees of the Session

Interpretation and Support Committee

- Stewardship (pledge campaign)
- Special offerings; work with the treasurer to coordinate where collections are posted
- Develop budgets

Mission Committee

- Recommend allocation of mission funds
- Oversee church mission projects
 - Day Nursery School
 - United Campus Ministry
 - 14th & Chestnut
- Liaison with other churches for joint mission projects
- Prepare resource book
- Develop mission study trips
- Consider new mission opportunities
 - Think of non-\$\$\$ mission projects
 - Food pantry
 - Habitat for Humanity

Personnel Committee

- Establish job descriptions for church personnel
- Recruit and hire all church personnel except for the pastor
- With the pastor, evaluate job performance and make recommendations to Session for annual compensation for all personnel

Committees of the Congregation

Nominating Committee

- Prepare nominations for vacancies in boards, commissions, committees, and task forces
- Report nominations to the congregation

Pastor Nominating Committee

- Prepare church information form (CIF) when searching for a called pastor
- Screen applications and interview candidates
- Work with the Committee on Ministry (COM) and make a recommendation for a called pastor
- Negotiate terms for the prospective called pastor
- Arrange for a Candidating Sunday
- Work with CL/CA Commission to welcome the new pastor and assist with the transition

Occasional Task Forces

- Renovation Task Force
- Capital Campaign Task Force
- Visioning Task Force

Occasional Teams

- Technology Team
- Usher Teams

Appendix C – Prior Ministers of the Church

First Presbyterian Church

1828-1829 David Montfort
1833-1833 Michael Hummer
1836-1850 Matthew G. Wallace
1851-1853 Archibald C. Allen
1854-1855 Isaac N. Shannon
1857-1865 Thomas P. Gordon
1866-1869 George Morrison
1870-1872 James E. Papsley
1872-1879 Alexander Sterrett

Second Presbyterian Church

1846-1849 Richard V. Dodge

Baldwin Presbyterian Church

1849-1856 William M. Cheever
1857-1861 Joseph G. Wilson
1861-1862 Henry W. Ballantine
1863-1865 Daniel E. Bierce
1866-1868 Henry S. Little

Second Presbyterian Church

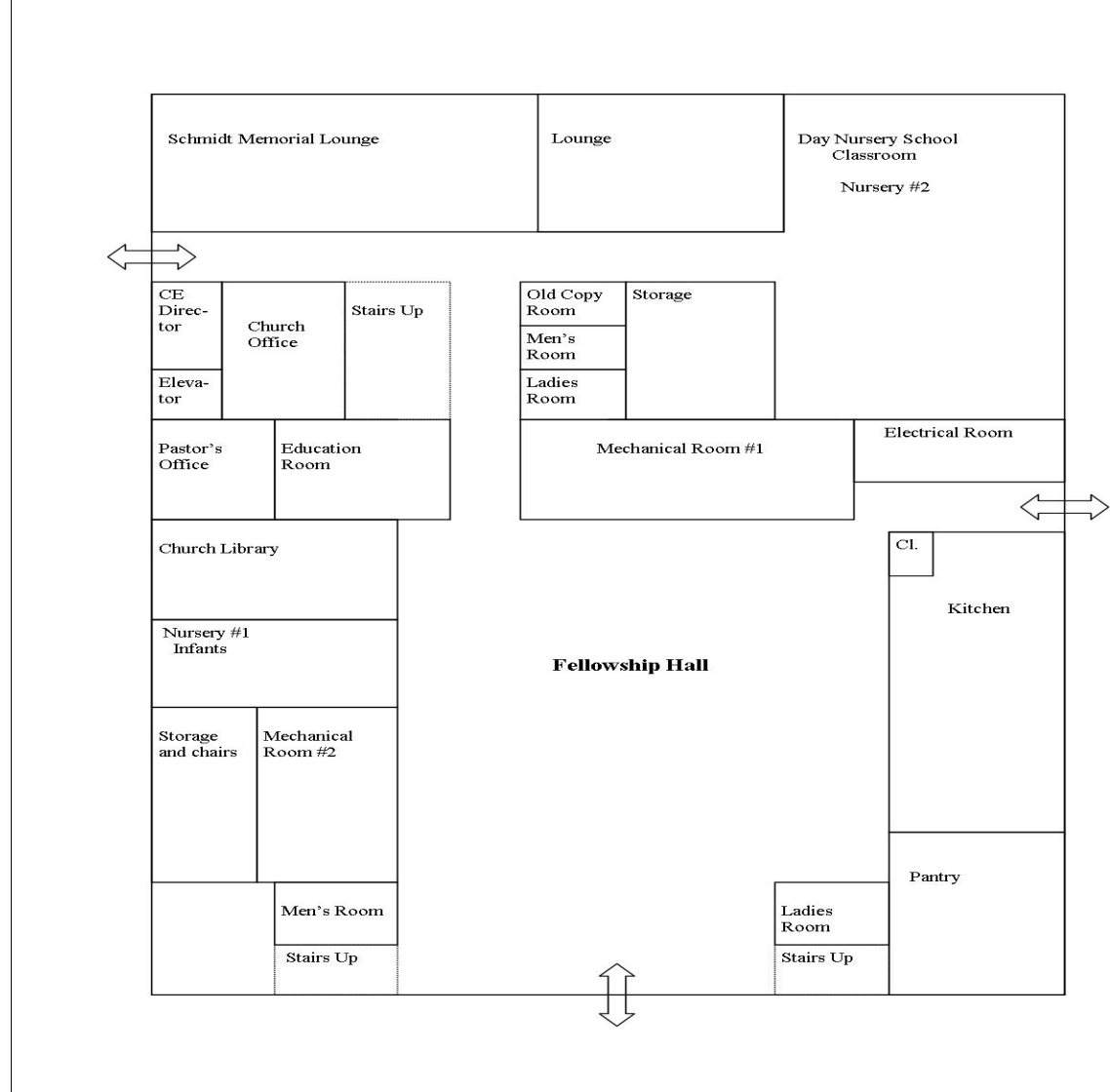
1868-1874 Blackford Condit
1874-1879 Edward W. Abbey

Central Presbyterian Church

1879-1879 Edward W. Abbey
1880-1884 Thomas Parry
1884-1892 George R. Pierce
1893-1896 Rice V. Hunter
1896-1900 William Torrance
1900-1909 William H. McCaughey
1910-1918 Louis O. Richmond
1919-1933 Buford W. Tyler
1934-1942 Louis O. Richmond
1942-1946 John Goodpasture
1946-1953 Willard V. Lampe
1954-1961 Osborne L. Schumpert
1961-1995 John Chironna, Jr. (*Pastor Emeritus*)
1995-1997 Alan V. Pareis
1998-2002 David A. Perkins
2003-2005 Gerard Kuyk
2005- Lant B. Davis

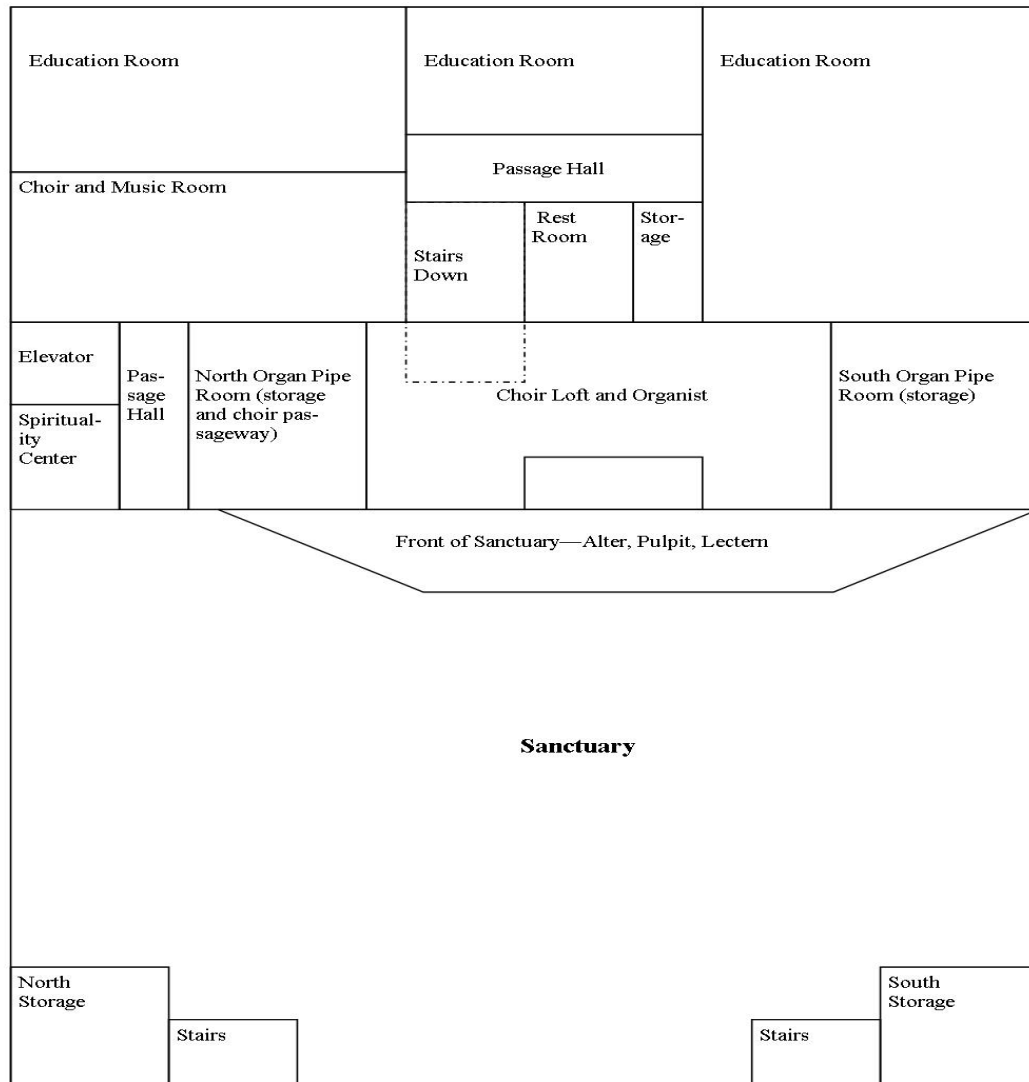
Appendix D Layout of the Church

First Floor Drawing (not to scale)



Second Floor Drawing (not to scale)

JOHN CHIRONNA DAY NURSERY SCHOOL



The John Chironna Day Nursery School, structured as a preschool, is a community mission project. Its purpose is to help meet the physical, emotional, and educational needs of children from low income families. Its objective is to provide kindergarten preparation through an enrichment program focusing on basic skills, education, health and nutrition, and field trips.

The preschool is in session from the second week of September through the third week of May. It meets Tuesday through Friday from 9:30 to 11:30 a.m. A nutritious snack is served each day. The preschool has a classroom on the first floor of the church building. There is an outside entrance that offers easy arrival and dismissal of the children. Limited transportation can be provided for seven children through the use of the Unity Presbyterian Church’s mini-van and a hired driver.

The class is taught by a teacher certified in early childhood education, who provides a variety of age appropriate activities that offer cognitive, social, and motor skilled development. There are three criteria for eligibility: the child must be four years old by the cut-off date for Indiana kindergarten; the child must reside within a five mile radius of the church; the family must be considered low income according to the State Food Stamp Office guidelines.

The preschool is overseen by a committee that consists of eight members including a session member, deacon, teacher and the coordinator. The preschool coordinator is a volunteer position. This person is responsible for enrollment, working with the teacher, home visits, keeping the congregation informed of the school's activities and needs, and all other aspects of the school. The committee members schedule the volunteer services and organize special events. Church members volunteer as daily teacher aides and cookie bakers for birthdays.

The children receive storybooks, birthday gifts, and, if needed, winter coats and boots. Food baskets are furnished to the families at Christmas. Christmas gifts, hats and gloves are also provided for each child in the family. Christmas and graduation programs are given for the families.

The preschool program is funded mostly by the church budget, which includes the teacher's salary, supplies and transportation costs. The Deacon's Fund and personal donations provide the extra gifts and features. Grants have been received to provide benefits for the classroom. Most recently, a grant was received for the purchase of two new computers and software.

Application forms are available by contacting the coordinator, Mrs. Abby Simmons, through the church office (232-5049) from 8:30 a.m. to 3:30 p.m. Monday through Friday.