



Application to Serve

First Name _____ Last Name _____
Date _____ Address _____
City _____ Zip _____
Preferred Phone Number(s) _____ E-mail _____

The Presbytery of St. Augustine is committed to diversity of representation in its committees. We seek to include persons of different racial and ethnic backgrounds, ages, genders, and physical abilities. If you are willing, please identify yourself with any of the following categories, as appropriate.

Gender

- Male
- Female

Age

- Under 25
- 25-45
- 45-65
- Over 65

Status

- Church Member (Non-Ordained)
Church of Membership _____
- Ruling Elder
Church of Membership _____
- Minister of Word and Sacrament (Teaching Elder)

Self-Identified Racial/Ethnic I.D.
(optional)

Physical Disabilities (optional) _____

Church Service

Please describe your previous service (if any) to a church of membership and/or the presbytery, synod and/or General Assembly)

Qualifications (Church and Other)

Please share your related qualifications for your expressed areas of interest.

Experience (Church and Other)

Please share your related past experience for your expressed areas of interest.

Areas of Service

Please mark the areas where you feel called to serve in order of 1-5 (with 1 being the most interested). In some cases, an individual may be asked to serve in more than one role. **Please note that many groups will hold their meetings by phone or in person, as needed.**

Standing Commissions (for Ordained Elders and Ministers of Word and Sacraments Only)

<input type="checkbox"/>		<u># of Members</u>	<u>Est. # Meetings/Year</u>
<input type="checkbox"/>	Coordinating Council <i>Coordinates the work of the presbytery, its entities and staff; has the authority of a standing commission to act between meetings; appoints its members to serve as chairs of standing committees; chaired by past moderator of the presbytery.</i>	12 At-Large	12
<input type="checkbox"/>	Member Preparation and Call <i>Guides, nurtures and oversees the process of inquiry through ordination as a minister of Word and Sacrament; examines and admits ministers to membership; approves ordinations, installations, contracts, and other changes to vocation/call; transfers members to other presbyteries and approves retirements; works with congregations that are searching for pastoral leadership.</i>	24	8 or more
<input type="checkbox"/>	Permanent Judicial Commission (PJC) <i>Hears and decides cases of judicial process (disciplinary and remedial) according to the Rules of Discipline.</i>	9	0-4
<input type="checkbox"/>	Board of Trustees <i>Serves as the directors of the corporation(s) and as a commission to act on matters relating to property of the presbytery, the Montgomery Presbyterian Conference Center, and requests from our congregations regarding their property. The Trustees are a committee with commission authority.</i>	9	6 or more

Volunteer Management Committee (for all Church Members and Ministers of Word and Sacrament)

The committee consists of three members, including the committee chair appointed by the Coordinating Council and the chairs of the Nominating and Representation Teams.

<input type="checkbox"/>		<u># of Members</u>	<u>Est. # Meetings/Year</u>
<input type="checkbox"/>	Nominating Team <i>Nominates presbytery officers, commissions and teams; also nominates General Assembly and Synod of the South Atlantic commissioners.</i>	6	4 or more
<input type="checkbox"/>	Representation Team <i>Performs the functions of a representation committee as provided in G-3.0103 of the Book of Order (including reviewing our commitment to representation and inclusion).</i>	6	4 or more

Areas of Service (Continued)

Leadership Development and Care Committee (for all Church Members and Ministers of Word and Sacrament)

The committee takes over where the Member Preparation and Call Commission leaves off. It consists of three members, including the committee chair appointed by the Coordinating Council and the chairs of the Training and Problem Resolution Teams.

	<u># of Members</u>	<u>Est. # Meetings/Year</u>
<input type="checkbox"/> Training Team <i>Understands needs and oversees preparation and training for ministers, elders, and presbytery leaders; helps to develop new leaders provides ongoing training and support.</i>	6	4 or more
<input type="checkbox"/> Problem Resolution Team <i>Provides advisory help and counseling support to all minister and elder leaders, including leaders who have issues being effective in their roles in the presbytery.</i>	6	4 or more

Relationship Coordinating Committee (for all Church Members and Ministers of Word and Sacrament)

The committee monitors the activities and effectiveness of these employees: the Communications Coordinator, the Relationship Coordination Director, and the Area Relationship Coordinators. It provides reconciliation assistance and coordinates our mission and outreach activities, including disaster preparation and assistance. It consists of nine members, including three Coordinating Council members, representatives of Montgomery, Mutual Mission and Presbyterian Woman, and chairs of the Communications, Reconciliation, and Disaster Preparation and Assistance Teams.

	<u># of Members</u>	<u>Est. # Meetings/Year</u>
<input type="checkbox"/> Communications Team <i>Promotes effective presbytery communications and monitors the activities and effectiveness of our Communications Coordinator.</i>	6	6 or more
<input type="checkbox"/> Reconciliation Team <i>Promotes and assists with reconciliation within the presbytery.</i>	6	6 or more
<input type="checkbox"/> Disaster Preparation and Assistance Team <i>Takes measures and provides resources for preparation and response to a disaster occurring within our bounds; maintains a communication chain; applies for emergency funding.</i>	At Least 9	3 or more
<input type="checkbox"/> Mutual Mission Team <i>Manages the presbytery's relationship with the Jamaica Ecumenical Mutual Mission and our mutual mission in Cuba.</i>	At Least 9	4 or more
<input type="checkbox"/> Montgomery Presbyterian Conference Center Executive Operating Board <i>Working with the Board of Trustees, this Board has responsibilities for the ongoing management and operations of the Montgomery Presbyterian Conference Center.</i>	7-14	6 or more

Areas of Service (Continued)

Administration Committee (for all Church Members and Ministers of Word and Sacrament)

This committee addresses the administrative activities of the presbytery. It consists of six members, including three members of the Coordinating Council and the chairs of the Finance, Personnel, and Legal Teams.

<input type="checkbox"/> Finance Team	<u># of Members</u>	<u>Est. # Meetings/Year</u>
<i>Provides oversight and management of the funds and properties owned by the presbytery and Montgomery Presbyterian Conference Center; prepares a recommended budget and administers investment policies.</i>	6	6 or more
<input type="checkbox"/> Personnel Team		
<i>Provides oversight, planning and management of personnel matters.</i>	6	4 or more
<input type="checkbox"/> Legal Team		
<i>Provides oversight, planning and management of legal matters.</i>	6	4 or more

Strategic Issues Committee (Coordinating Council Members Serve)

This committee develops and proposes new strategies to address identified presbytery opportunities and issues. It consist of three members of the Coordinating Council and does not include separate "teams." However, it will receive input from all of our commissions, committees and teams.

For additional information, please call or e-mail Joe Rigsby, chair of the Nominating Committee, at 904-480-0683 or Sandra Hedrick, Stated Clerk, at 904-612-9766; sandra@staugpres.org.

Please return completed forms (to arrive by August 11) to Sandra by email at sandra@staugpres.org; by fax to 904-737-6658 or mail to Presbytery of St. Augustine, 1937 University Blvd. W., Jacksonville, FL 32217

