

## **WESTMINSTER COMMISSION: CONGREGATIONAL LIFE (Reports of Session)**

Responsible for coordinating “All Church” social events, fellowship activities, caring and nurturing ministry, and overseeing church membership rolls and Sharing Our Gifts Lists.

**Membership:** Three (3) Elders, One serve as moderator  
Fifteen (15) –Twenty (20) members-at-large from congregation

**Staff Resources:** Julie Raffety, Associate Pastor  
Gretchen Hammeke, Lay Pastor of Congregational Care

**Task Teams:** Caring Ministries                      Coffee Hour Hosts  
Men’s Ministries                              Special Events  
Women’s Ministries                          Ushers and Greeters  
Primetimers

**Program Areas:** Welcoming Guests and New Members  
Ushering Sunday and Special Services  
Hosting Sunday Coffee Hour  
Athletic Programs  
Gathering Groups  
Special Events

**Duties:** -Responsible for “All Church” events:  
-Officer Retreat Refreshments  
-Rummage Sale (alternating fall and spring, every 18 months)  
-All Church Picnic  
-Corn Boil  
-Family Movie Nights  
-Christmas Caroling

### **Suggested Yearly Time-line:**

Jan.	-Host Officers’ Retreat
Feb./Mar.	-Begin planning events; recruit ushers, recruit Coffee Hour Hosts
April/May	-Finalize plans for Picnic
June/July	-Host Picnic, finalize plans for Corn Boil
August	-Host Corn Boil
September	-Begin planning for rummage sale if in spring -Plan AED/CPR Training
October	-Discuss and prepare Budget -Plan December events
Nov./Dec.	-Finalize plans for Christmas Caroling -Review the year to prepare for Annual Report -Plan officer retreat refreshments -Determine continuing and prospective commission members -Plan for Family Movie Night

