

Organizational Manual

Organizational Tables And Job Descriptions

Tenth Presbyterian C h u r c h

Dr. Philip G. Ryken
Senior Minister

*To all who are spiritually weary and seek rest;
to all who mourn and long for comfort;
to all who struggle and desire victory;
to all who sin and need a Savior;
to all who are strangers and want fellowship;
to all who hunger and thirst after righteousness;
and to whoever will come—*

*this church opens wide her doors
and offers her welcome in the name
of the Lord Jesus Christ.*

2005

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*“Preach the Word,
Be prepared in season and out of season.
Correct, rebuke and encourage—
With great patience and careful instruction.”
II Timothy 4:2*

Tenth Mission Statement

2005

Growing Together in Size, Maturity and Service

Tenth Church issued its current mission statement, presented below, in the fall of 1988.

Tenth Presbyterian Church is a fellowship of Christian people committed to the spiritual, intellectual and relational growth of its members and all others whom it is able to influence. It sees this as the essential meaning of the Great Commission, which is to “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I (Jesus) have commanded you” (Matthew 28:19, 20). This vision has the following three dimensions:

1. *Size.* God did not intend the church to be static. It is to be a growing church, and this means that each local church must reach out to non-Christians through a thoughtful program of evangelism and world missions. The primary mission field is local. Hence, Tenth Presbyterian Church has a major concern to win people to Jesus Christ from its immediate environment of Center City Philadelphia. But the church is also conscious of the needs of the United States of America and the whole world and therefore also supports a balanced program of national and world missions.
2. *Maturity.* Growth is not only or even primarily numerical. The most important growth is that of the individual believer through study of the Bible, worship of God, prayer and fellowship with other Christians. Tenth Presbyterian Church is therefore committed to furthering personal growth on every level. It is committed to a thorough program of expository Bible preaching, meaningful and mature worship, adult and age level classes, home Bible studies, and numerous fellowship opportunities.
3. *Service.* The Lord Jesus Christ set the pattern for Christian service when he washed the disciples’ feet on the eve of his crucifixion. In following this pattern, Tenth Presbyterian Church desires to serve the community in which God has placed it by a variety of service ministries.

The foundation for everything Tenth Presbyterian Church does and desires to be is the Bible, which it regards as the authoritative and inerrant revelation of God to his people. It is the source of their spiritual life and the document by which they are to regulate, guide, and correct their Christian walk.

Tenth Purpose and Objective Statement

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Purpose Statement

Tenth Presbyterian Church is committed to developing and maintaining a strong teaching pulpit in Center City Philadelphia, an effective parish ministry aimed at meeting individual needs, a program of Christian education to promote the steady growth of our church family to spiritual maturity and, in cooperation with other Christians, an evangelistic outreach to our city and the world beyond.

Objectives (Updated February 22, 2005)

1. To uphold our tradition of strong expository preaching by gifted men of God from our Center City location (Nehemiah 8:5–8; Matthew 7:28–29; Luke 24:25–27; John 21:15–17; Acts 2:42, 17:1–4, 18:4; 1 Timothy 4:13; 2 Timothy 1:13–14, 2:1–2, 3:14–4:5).
2. To worship God in a worthy manner through thoughtful words, fervent prayers, and excellent music (1 Chronicles 16:8–36; Nehemiah 12:27–47; Psalm 33:1–3, 95:1–7, 100:1–5, 150:1–6; John 4:23–24; 1 Timothy 2:1–4; Revelation 4:6–5:14).
3. To integrate each member of the congregation into regional parishes, fellowship groups, and smaller Bible study groups where individual needs can be met and each can minister to others (Acts 2:42–47; Romans 15:14; 1 Corinthians 12:12–31; Galatians 5:13, 6:2; Ephesians 4:11–16; 1 John 1:3–7).
4. To supply competent pastoral care for each member of the church family (Acts 20:28–31; 1 Peter 5:1–4).
5. To provide an effective Christian education program to inform, train, and disciple all segments of our congregation (Deuteronomy 6:1–9; Psalm 119:9; Proverbs 22:6).
6. To advance the missionary work of the church in the Philadelphia area and throughout the world (Genesis 22:17–18; Matthew 24:14, 28:18–20; John 17:18; Acts 1:7–8)
7. To serve our church and community through ministries of mercy (Proverbs 19:17; Micah 6:8; Matthew 25:31–46; Luke 4:18–19, 14:12–14; James 1:27, 2:14–26).

TenthSession

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Table of Organization

The Apostle Paul states the responsibility of elders in his farewell to the Ephesian elders: “Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood. I know that after my departure fierce wolves will come in among you, not sparing the flock; and from among your own selves will arise men speaking twisted things, to draw away the disciples after them. Therefore be alert, remembering that for three years I did not cease night or day to admonish everyone with tears” (Acts 20:28–31 ESV). The danger of which the apostle speaks has not decreased since his day but rather has increased. So the warning to be on guard is even more necessary for those who guide the ministry of the local church today.

All elders pray for, as well as work toward, the spiritual growth and vitality of that part of the total life and ministry of the church for which they are responsible. If the elder is not himself able to help the individual, group or area of concern where he perceives a need, he should bring the matter before the entire Session for prayer.

The elders carry out their responsibilities as shepherds through individual pastoral care and, as a court, the Session. The Session oversees all of the church’s activities for the spiritual welfare of its people. The elders of Session have been appointed to various leadership roles to provide this oversight. Seven or more elders take pastoral responsibility for our six geographic parishes and for Tenth International Fellowship.

The Tenth Presbyterian Church Session is composed of the Senior Minister, the Associate Ministers, and the elected Ruling Elders. Elders are selected to fulfill the duties of the Clerk of Session, Chairman of the Board of Trustees, the Board of Trustees, Chairman of the Missions Commission, Chairman of the Church Planting Commission, Chairman of the Growth and Maturity Commission, Chairman of the Family Life Commission and Chairman of the Nominating Committee and Nominating Committee member. The Session meets on a monthly basis to direct the affairs of the entire church, and may be involved in parish matters as desired.

General Considerations:

1. Commissions of the Session should meet in advance of the scheduled meeting of the Session. Committees can meet more or less often at the discretion of the chair.
2. Appointees from Session to each commission and committee are not the sole members of that body. The chair may add to his commission or committee those from the regular membership of the church whom he considers to be of value to it in carrying out its responsibility.
3. Each commission of the Session should report at each meeting so that the entire Session may be kept informed of the church’s activities. If the report requires action by the Session, the report should be in writing and should be distributed to the Session members in their boxes on the Sunday morning preceding the Session meeting. Committees of the Session may report only when they have business for the Session.
4. New business, unless of an emergency nature, should be referred to the appropriate commission for fuller consideration and reporting to a subsequent meeting.

Specific Assignments

Presbytery. Session appoints one to three representatives to Presbytery who report on issues of interest to Session, especially any matters requiring votes representing our Session’s position.

The General Budget. Each fall the Trustees prepare the General Budget for the following year, drawing whatever material and figures are necessary from other Session members, heads of commissions, directors of the various church ministries, and/or church staff. The budget is voted on at the October Session meeting in time to be mailed to the congregation prior to the December Congregation Meeting.

The Building Budget. Each fall the Building Committee prepares the Building Budget for Trustee approval.

The Missions Budget. The Missions Commission is responsible for preparing the annual Missions Budget on the same time schedule as the General Budget.

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Administrative Assignments

Clerk of Session. The Clerk is responsible for directing the overall work of the Session, keeping its records, maintaining contact with the other church boards, and overseeing the Session's relationship to other ecclesiastical bodies.

Clerk of Session: Sam Hsu.

Missions Treasurer. The Missions Treasurer has general oversight of the Missions Budget and is responsible for disbursements to mission causes in accord with that budget and other Session actions. He also serves on the Missions Commission.

Missions Treasurer: Clark McCutcheon.

Trustees. There are to be a minimum of three Tenth Presbyterian Church Trustees. They assume responsibility for all property of the church, tangible and intangible. They manage and/or oversee management of all stocks, bonds, mortgages, or other instruments of value; the physical property; the General Budget, including staff salaries, building operations, and church program costs. They are empowered to borrow money or become surety upon loans made in connection with acquisition of real property by the Tenth Presbyterian Church in the City of Philadelphia, or its affiliated organizations. The Trustees shall report biannually, once in December and once in the spring, in conjunction with the scheduled meetings of the Congregation. The Trustees may draw upon non-Session members that they think may be necessary or helpful for fulfilling their responsibilities, but these members are not Trustees and will not have the Trustees' legal authority or official responsibility. The Building Committee exists in order to plan and oversee the facility-related capital budget and projects regarding safety, maintenance, design, and renovation of Tenth facilities.

Trustee Chair: Clive Stockdale

Trustees: David Collins (*Personnel Committee*), Frank Harder (*Building Committee*)

Trustee Committees

Finance Committee

Clive Stockdale, *Chair*

J. P. Finnell

Bill Patzer

Personnel Committee

David Collins, *Chair*

Pat Canavan

Scott Birkland

Erna Goulding

Paul Graves

Tanya Salgado

Building Committee

Frank Harder, *Chair*

Greg Berzinsky

Mary Ryan Berzinsky

Dot Boersma

Pat Canavan

Kim Dengler

Darv Dombach

Andy Fletcher

Jeff Frazier

Clark McCutcheon

Gregg Olmstead

Nate Potts

Earline Schmid

Bob Sexton

Bill Swyer

TenthParishes

2005

The parish is the primary system for ensuring individual pastoral care for the members of the congregation. The Parish Elder has responsibility for the parish and coordinates the parish pastoral ministry. He provides for and moderates a monthly parish council meeting attended by officers in that parish and others he appoints. He is to fulfill a pastoral responsibility toward these officers and works with them to meet the spiritual and physical needs of Tenth members in that parish. The deacons and deaconesses assigned to that parish assist the elders with specific diaconate functions. Jerry McFarland is the Assistant Minister of Pastoral Care; his primary role is to strengthen the church's network of pastoral care by assisting Parish Elders and mentoring Parish Assistants. Melynda Feeney is the Parish and Membership Coordinator (see Tenth staff job descriptions in this manual).

Parish One: Center City/South Philadelphia

This parish includes Center City proper plus the Art Museum area and South Philadelphia (Girard Avenue south, river to river). At the beginning of 2005 the parish had approximately 439 members and regular attenders, including three ruling elders, seven deacons, and three deaconesses.

Parish One Officers

Elders

Marion Clark, *Teaching Elder*

Sam Hsu, *Ruling Elder*

Frank Harder, *Ruling Elder*

Michael Kennedy, *Parish Elder*

Aaron Messner, *Teaching Elder*

Phil Ryken, *Teaching Elder*

Deacons

Patrick Addo

Tobias Klauder

Clark McCutcheon

Brian McLelland

Michael Rooney

Jeffrey van Bastelaar

Deaconesses

Laurie Carroll

Janice Roberts

Celia Rooney

Small Group Coordinator: Tobias Klauder

Other Parish One Officers (currently inactive): Cheryl Brubaker, Merle Brubaker, Joe German, Marcia Hopley, Steve Master, Clark McCutcheon, Bob Sharrar, Gloria Shen, Cal Takara, Emmagene Vos, Scott Werner, Jan Witmer

Parish Two: Northern Tier

This parish includes Philadelphia north of Girard Avenue, plus Bucks and Montgomery Counties. At the beginning of 2005 the parish had approximately 559 members and regular attenders, including four ruling elders, four deacons, and two deaconesses.

Parish Two Officers

Elders

Roger Hoover, *Parish Elder*

Nasrat Ghattas, *Ruling Elder*

Jerry McFarland, *Teaching Elder*

Gordon Palmer, *Parish Elder*

David Skeel, *Ruling Elder*

Deacons

Paul Graves, Jr.

Cesar Lim

Tim McDade

Brian Peasnell

Deaconesses

Joanne McDade

Virginia Murphy

Small Group Coordinators: Tim and Joanne McDade

Other Parish Two Officers (currently inactive): Ellen Bachman, Steve Bachman, Jim Baggs, Phebe Blair, Dot Boersma, Joe Brydges, Omar Cedeño, Al Chapman, Craig Claudin, Margaret Claudin, Joel Garver, Erna Goulding, John McElhenny, James Murphy, Marguerite Patzer, Bill Patzer, Joan Righter, Jim Robson, Paul Shultes, Rod Snyder, Dorothy Swinand, David Toliver, Ginny Toliver, Joan Woods

Parish Three: West Philadelphia

This parish includes Philadelphia west of the Schuylkill River, Southwest Philadelphia, and the suburbs of Lansdowne, Yeadon, Upper Darby and other small towns included within those zip codes. At the beginning of 2005 the parish had 210 members and regular attenders, including two ruling elders, six deacons, and three deaconesses.

Parish Three Officers

Elders

Brian Esterly, *Parish Elder*
Pat Canavan, *Ruling Elder*
Bruce McDowell, *Teaching Elder*
Carroll Wynne, *Teaching Elder*

Deacons

John Blanda
Tom Denier
Reginald James
Vincent Spragins
Otis Word
Edward Young

Deaconesses

Joyce Ostertag
Signe Spragins
Amy Weaver
Maxine Young

Small Group Coordinator: Mary Berzinsky

Other Parish Three Officers (currently inactive): Darv Dombach, Rose Esterly, Tom Jackson, Bob Kempf, Cathy Kempf, Naty Lopez, Bill Meinel, John Padusis, Miriam Padusis

Parish Four: Main Line

This parish extends to the west beyond Philadelphia generally between Route 3 and the Schuylkill River, and includes West Chester. At the beginning of 2005 the parish had 167 members and regular attenders, including three ruling elders, one deacon, and two deaconesses.

Parish Four Officers

Elders

George McFarland, *Parish Elder*
Jay MacMoran, *Ruling Elder*
Clive Stockdale, *Ruling Elder*

Deacons

Dave Allen

Deaconesses

Sandy Allen
Katherine Preston

Small Group Coordinator: Dave Allen

Other Parish Four Officers (currently inactive): Tom Elliott, Paul Grant, Keith Harnly, Joan Kaczmar, Peter Kaczmar, Pat McNamara, Francis Mante, Andy Schmucker, Millie Stockdale, Tim Younger

Parish Five: Western Suburbs

This parish includes portions of Delaware and Chester Counties and the State of Delaware (generally south of Route 3 to West Chester and then south of Route 1). At the beginning of 2005 the parish had approximately 113 members and regular attenders, including two ruling elders, two deacons, and two deaconesses.

Parish Five Officers

Elders

Hugh Taylor, *Parish Elder*
Dave Collins, *Ruling Elder*

Deacons

Bert Fink
Jeff Wilson

Deaconesses

Fiona Davenport
Barbara Kasper

Small Group Coordinator: Tom Smyth

Other Parish Five Officers (currently inactive): Tom DeSanto, Vic Ellison, Shirley Fink, Holman Jenkins, Bill Langford, Carl Rosenbush, Jackie Rosenbush, Kathy Smyth, Tom Smyth

Parish Six: New Jersey

This parish includes the State of New Jersey, from which the majority of its members reside south of Princeton. At the beginning of 2005 the parish had 371 members and regular attenders, including four ruling elders, nine deacons, and three deaconesses.

Parish Six Officers

Elders

Carlos Perkins, *Parish Elder*
Ron Ferner, *Ruling Elder*
Fred Hill, *Ruling Elder*
Joe Winston, *Ruling Elder*

Deacons

Guy Elzey
Jim Hetherington
Alan Petrongolo
Martin Troutman
John Voorhis
Greg Warburton
Bob Yang
Andy Zamora
Julio Zamora

Deaconesses

Jean Hetherington
Sandy Hill
Mimi Warburton

Small Group Coordinator:

Other Parish Six Officers (currently inactive): Susan Acerbo, Brice Bartruff, Chris Bracey, Steve Carter, Doris Ferner, Jim Hala, Steve Humeniuk, Kay Hunt, Eric Listenberger, Lee Anne Macolino, Mike Macolino, Judith Neill, Russ Pfeifer, Steve Sharp, Pierce Shields, Elmer Snethen, Lois Troutman

Tenth International Fellowship (TIF)

This group is not a parish, strictly speaking, but it is organized for pastoral care. Internationals who join Tenth are assigned to one of our six parishes, but also receive spiritual help through TIF. Attendance at TIF services is usually about 50 people.

TIF Officers

Elders

Nasrat Ghattas, *Ruling Elder*
Bruce McDowell, *Teaching Elder*

Deacons

Deaconesses

Other officers (currently inactive) who attend TIF: Naty Lopez, Francis Mante

Tenth Commissions of Session

2005

The Growth and Maturity Commission

The Growth and Maturity Commission oversees pastoral care and discipleship through the Parishes, Small Groups, Fellowship Groups, Home Bible Studies, Adult Bible School, and church ministries. Responsibilities include:

- Overseeing the Parish system as the primary system of individual pastoral care
- Encouraging development of Small Groups/Home Bible Studies under the oversight of the parish elders
- Overseeing the adult elective program, providing the membership of the church with electives in the areas of Bible exposition, doctrine, current issues, specialized congregational needs and other matters
- Overseeing the training of officers for church and parish ministry through leadership classes, an annual retreat, and other appropriate programs
- Overseeing church ministries not under the oversight of other commissions

Growth and Maturity Commission:

Chair: David Skeel

Additional Members: David Apple, Marion Clark, Sara Demoiny, Cora Hogue, Bob Jones, Aaron Messner, Maggie Smith, and John Voorhis

The Church Planting Commission

The Church Planting Commission oversees the efforts of Tenth to plant churches in the Philadelphia area. The Commission proactively explores new sites and strategies, and oversees and supports the work of church planters.

Church Planting Commission

Chair: Joe Winston

Additional Members: Marion Clark, Michael Hatem, Aaron Messner, Jonathan Olsen, Phil Ryken, Leila Salim

The Family Life Commission

The Family Life commission oversees the pastoral care and discipleship of Tenth's families. Responsibilities include oversight of:

- Children's and Youth Bible School
- Nursery and Children's worship programs
- Maranatha
- Family ministry activities
- Church picnic

Family Life Commission

Chair: Pat Canavan

Additional Members: Kristen Harnly, Kris Kuhlman, Susan Madder, Lisa Ryken, Earline Schmid, Nancy Siegel, Carroll Wynne

The Missions Commission

The Missions Commission oversees the efforts of Tenth to carry out the Lord's missionary enterprise at home and abroad. Responsibilities include:

- Missionary education and awareness throughout the church to pray for and give to missions
- Planning the annual Conferences on World Missions and Urban Missions, fixing dates, securing speakers, recommending themes and administering the details involved
- Overseeing the ministry to international students through the director of that work and/or other personnel
- Recruiting, counseling and assisting persons wishing to prepare for missionary work
- Preparing the annual Missions Budget for adoption by the Session and congregation
- Proposing for Session the recipient(s) of the annual Easter Sacrificial Offering

Missions Commission

Chair: Jay MacMoran

Treasurer: Clark McCutcheon

Finance Committee

Clark McCutcheon,
Treasurer
Bruce McDowell, Standing
Member
Russ Pfeifer
Jonathan Olsen

Congregational

Communication

Christiana Fitzpatrick,
Chair
Miriam Padusis
Gabriel Bucurescu
Brian Peasnall

Missionary Care

Nell Evans, Chair
Clara Hernandez
Amanda Auerbach
Jeff Auerbach

Special Events

Coordination

David Apple, Standing
Member
Ted Voboril
Katy Balk

Short-Term Missions

Naty Lopez
Laura Layer
David Fuller

Steering Committee

Jay MacMoran, Chair
Bruce McDowell, Minister
of Missions
Geri Secrest, Missions
Assistant
Committee Chairs

Missions Committees

Finance Committee

- Annual budget
- Determination of support for approved missionaries and projects
- Monthly and annual financial reports
- Prepare for annual audit

Congregational Communication

- Missions luncheons
- Missions prayer meetings

Missionary Care

- Missionary residence coordination/Missions House
- Easter Sacrificial Offering projects
- Missionary consideration and interviews
- Missionary needs and special projects

Special Events Coordination

- World Missions Conference
- Urban Missions Conference
- Other events, such as Urbana

Short-Term Missions

- Organize and determine yearly trips
- Interview applicants
- Recommend applicants for financial support
- Train and prepare short-term missionaries

Steering Committee

- Policy and procedures

The Nominating Committee

The Nominating Committee is charged by the congregation with seeking out, interviewing, selecting, and nominating candidates for the various church boards and the next year's class of the Nominating Committee. This committee has an outline of procedures passed on from year to year and is responsible only to the congregation. It does not have to report to Session, but it may give reports of its progress to or seek wisdom from the Session from time to time. Nominees are presented to Session for approval. The report of the Nominating Committee is due to Session for approval at its September meeting.

Nominating Committee

Chair: Fred Hill

Additional Members: Thom Lehman, Joe German, Nancy Owens (class of 2005); Beverly Conrad, Vanessa Fiori, Harry Landrum, (class of 2006); Ron Ferner (elder), TBA (deacon), Joyce Ostertag (deaconess)

The Music Committee

The Music Committee serves in an advisory capacity to the Music Director with regard to the overall music ministry. It reviews the music budget, gives salary input, and acts as a sounding board for new initiatives. Committee members are nominated by current members and approached by the Music Director. The committee meets quarterly.

Music Committee

Chair: Thomas Elliott

Additional Members: James Hala, Barbara Harder, Samuel Hsu, Sheryl Woods Olson, Stanley Roberts

Ex Officio Members: Christopher Collier, Andrew Crow, Paul Jones, Peter Leibensperger, Jeremy Strong

Tenth Session Membership Summary

2005

Teaching Elders

Senior Minister: Dr. Philip G. Ryken
Executive Minister: The Rev. D. Marion Clark
Minister of Missions: Dr. Bruce A. McDowell
Minister of Preaching: The Rev. Aaron D. Messner
Minister of Youth and Family: The Rev. Carroll L. G. Wynne

Administrative Elders

Clerk: Samuel Hsu
Trustees: R. Clive Stockdale (chair), David M. Collins, Frank R. Harder
Missions Commission Chairman: Jay W. MacMoran
Church Planting Commission Chairman: Joseph H. Winston
Growth and Maturity Commission Chairman: David A. Skeel, Jr.
Family Life Commission Chairman: Patrick J. Canavan
Nominating Committee: Frederick L. Hill (chair), Ronald W. Ferner

Parish Elders

Parish One (Center City/South Philadelphia): Michael Kennedy
Parish Two (Northern Tier): Roger D. Hoover, Gordon Palmer
Parish Three (West Philadelphia and Eastern Delaware County): Brian K. Esterly
Parish Four (Main Line): George K. McFarland
Parish Five (Western Suburbs): Hubert H. Taylor
Parish Six (New Jersey): Carlos E. Perkins
Tenth International Fellowship: Nasrat G. Ghattas

Tenth Session Meeting Agenda

2005

1. Call to order
2. Reading of Scripture by the moderator
3. Prayer by elders and deacons
4. Excuses for absent elders
5. Hearing of persons scheduled to appear before Session
6. Priority business
7. Time of instruction
8. Approval of minutes from previous meetings
9. Report of the Trustees: Clive Stockdale (also Building and Personnel Committees)
10. Clerk's report: Sam Hsu
11. Ministerial Reports
 - A. Senior Minister: Philip Ryken (plus other members of the pastoral staff)
 - B. Executive Minister: Marion Clark
 - C. Minister of Missions: Bruce McDowell
 - D. Minister of Youth and Family: Carroll Wynne
 - E. Minister of Preaching: Aaron Messner
12. Commission Reports
 - A. Church Planting: Joe Winston
 - B. Family Life: Pat Canavan
 - C. Growth and Maturity: David Skeel
 - D. Missions: Jay MacMoran
13. Permanent Committee Reports: Nominating (F. Hill); Music (S. Hsu)
14. Ministry Reports: MCO; TCU (G. McFarland)
15. Parish Reports (J. McFarland): 1) M. Kennedy; 2) R. Hoover/G. Palmer; 3) B. Esterly; 4) G. McFarland; 5) H. Taylor; 6) C. Perkins; TIF) N. Ghattas
16. Special Committee Reports
17. Old business
18. New business
19. Presbytery Report
20. Prayer and adjournment

Tenth Staff Job Descriptions

2005

All Ministers of Tenth are available to serve and pastor Tenth's congregation through leading worship, preaching, administering the sacraments, marrying couples, attending Session meetings, and being available at the church for pastoral ministry. They are allowed to serve the denomination and engage in outside ministry activity (e.g., publishing, speaking, serving on boards, etc.). These activities, however, are not to interfere with prior commitments to Tenth Church, and should be approved by the Executive Minister.

Dr. Philip G. Ryken

Senior Minister

The Senior Minister is responsible for the overall direction of the church (with the Session), the teaching ministry (particularly that of the pulpit) and the overall spiritual health and growth of the congregation. He also sets the vision and provides general oversight and direction to the entire staff. The Senior Minister is accountable to the Session for the proper performance of these duties.

The Reverend D. Marion Clark

Executive Minister

The Executive Minister is responsible for executing the church's overall mission and coordinating the church's ministries, staff, and pastoral care, representing the Senior Minister in these roles. The Executive Minister is directly responsible to the Senior Minister (and also the Session) and is guided by him in the overall performance of these duties.

Dr. Bruce A. McDowell

Minister of Missions

The Minister of Missions is responsible for implementing (with the Missions Commission) the missions program of the church, as well as directing the ministry of Tenth International Fellowship (TIF). The Minister of Missions is directly responsible to the Executive Minister and is also guided by the Missions Commission.

The Reverend Carroll L. G. Wynne

Minister of Family

The Minister of Youth and Family is responsible for providing pastoral ministry to any church member in critical need, as well as shut-in and hospitalized members. He also gives attention to marriage and family needs in general, and directs the middle and senior high school programs (Maranatha). The Minister of Youth and Family is directly responsible to and guided by the Executive Minister.

The Reverend Gerald McFarland *(part-time)*

Assistant Minister of Pastoral Care

The Assistant minister of Pastoral Care is responsible for strengthening the church's network of pastoral care by assisting Parish Elders and mentoring Parish Assistants. The Assistant minister of Pastoral Care is directly responsible to and guided by the Executive Minister.

Aaron D. Messner

Minister of Preaching

The Minister of Preaching is responsible for preaching in the Sunday evening worship service and developing the ministry of The Nehemiah Project. The Minister of Preaching is directly responsible to and guided by the Executive Minister.

Dr. David S. Apple

Director of Mercy Ministries

The Director of Mercy Ministries is a non-ordained member of the pastoral team and is responsible for directing the ministries of ACTS (Tutoring, Community Dinners, Fellowship Bible Study, Nursing Home/Elderly Ministries, Prison Ministry, Bridge Builders) and developing other ministries where most needed. He also serves on the Missions Commission and Growth and Maturity Commission and as a resource to the Diaconate. He represents the church in various community activities and associations. The Director of Mercy Ministries is directly responsible to and guided by the Executive Minister.

Cora L. Hogue

Director of Adult Education

The Director of Adult Education is a non-ordained member of the pastoral team with primary responsibilities in the areas of counseling, small groups, Bible studies, Adult Bible School, Pre-Marriage Class, and the welcoming of church visitors. The Director of Adult Education is directly responsible to and guided by the Executive Minister.

Jonathan D. Olsen

Director of College Ministries

The Director of College Ministries is a non-ordained member of the pastoral team with primary responsibility for teaching, discipleship, and spiritual care of college and university students. The Director of College Ministries is directly responsible to and guided by the Executive Minister.

Patrick J. Canavan

Director of Children's Ministries/Administrator

The Director of Children's Ministries is a non-ordained member of the pastoral team responsible for directing a program of activities for infants through sixth grade. He plans all children's programs, with direct oversight of Evening Junior Church. The Director of Children's Ministries is directly responsible to the Executive Minister and is also guided by the Family Life Commission.

The Administrator is responsible for the business administration, curatorships, and all operations, including office, buildings, facilities, institutional image, rentals, and support staff management. The Administrator also serves as liaison to the city, neighborhood, and various church committees involved with operations oversight, such as Trustees and Building Committee. The Administrator is directly responsible to and guided by the Executive Minister and the Trustees.

Dr. Paul S. Jones

Organist and Music Director

The Organist and Music Director is responsible for all aspects of the planning, development, and implementation of the church's music ministry. The Organist and Music Director is directly responsible to the Executive Minister but is guided by the minister of each service as to that service's needs.

Dorothy M. Boersma

Office Manager/Desktop Publishing

The Office Manager is responsible for assisting the Administrator in carrying out various administrative responsibilities. She handles the church's scheduling, bulletin and general publishing, reports and manuals, website, weddings, parking, and general administrative support. The Office Manager is directly responsible to and guided by the Administrator.

Christina A. Corbett

Bookkeeper/IT Coordinator

The Bookkeeper/IT Coordinator works closely with the Accounting Clerk and performs other accounting responsibilities assigned by the Administrator and Trustees, including preparing and maintaining all financial records of the church. This assistant coordinates our information technology (IT) consultants and needs. The Bookkeeper/IT Coordinator is directly responsible to the Administrator in the overall performance of these duties.

Melynda A. Feeney

Parish and Membership Coordinator/Accounting Clerk

The Parish and Membership Coordinator is responsible for coordinating membership activities, parish administrative support, and church record maintenance. The Parish and Membership Coordinator is responsible to the Administrator, the Assistant Minister for Pastoral Care, and the Executive Minister in the overall performance of these duties.

The Accounting Clerk is responsible for paying all bills and producing monthly financial statements for the Trustees, staff, and ministries. The Accounting Clerk is responsible to the Administrator and is directed by the Bookkeeper.

Valerie B. Godwin

Personal Assistant

The Personal Assistant to the Executive Minister will provide support for the Executive Minister, the Minister of Family, and other personnel as required. This Personal Assistant is directly responsible to the Executive Minister and the Minister of Family and is guided by the Administrator in the overall performance of these duties.

Nancy K. Hala

Receptionist

The receptionist serves at the front desk handling all visitors, answering incoming phone calls, and providing other general support. This Administrative Assistant is directly responsible to and guided by the Administrator.

Cheryl James *(part-time)*

Friday Receptionist

The Friday receptionist serves at the front desk handling all visitors, answering incoming phone calls, and providing other general support. The Friday receptionist is directly responsible to and directed by the Administrator in the overall performance of these duties.

Carol A. Kennedy *(part-time)*

Safe Room Coordinator

The Safe Room Coordinator responsibilities include supervising volunteers who count contributions and maintaining the contribution records of the church. The Safe Room Coordinator is directly responsible to and guided by the Bookkeeper.

Patricia M. Russell

Personal Assistant

The Personal Assistant to the Senior Minister supports the Senior Minister and represents him in his work with all organizations and people with whom he is connected, including written correspondence, assisting with publications, and acting as PCRT host church coordinator. This Personal Assistant is directly responsible to the Senior Minister and is also guided by the Administrator.

Geris L. Secret

Missions Assistant/Music Administrative Assistant

The Missions Assistant is responsible for maintaining contact with the church's missionaries and assisting the Missions Commission and the Minister of Missions in implementing missions activities, particularly the annual missions conferences. The Missions Assistant is directly responsible to and guided by the Administrator and is also guided by both the Missions Commission and Minister of Missions.

The Music Administrative Assistant assists the Music Director with clerical matters related to the music ministry including mailings, databases, and public events. The Music Administrative Assistant is responsible to the Administrator and guided by the Music Director in the overall performance of these duties.

TIF Assistant *(part-time; currently staffed by a volunteer)*

Tenth International Fellowship Assistant

The TIF Assistant supports and enhances administratively the work of the Minister of Missions as related to TIF, as well as engages in direct ministry with internationals. The TIF Assistant is directly responsible to and guided by the Minister of Missions.

Jeremy L. Strong *(part-time)*

Music Associate/Media Coordinator

The Music Associate/Media Coordinator assists the Organist and Music Director in all matters of the music ministry and coordinates all sound and video recording and engineering. The Music Associate substitutes for the Music Director when he is away. The Music Associate/Media Coordinator is responsible to and guided by the Music Director in the overall performance of these duties.

Christopher Collier *(part-time)*

Music Assistant

The Music Assistant assists the Organist and Music Director in all matters of the music ministry with the goal of enabling him to function efficiently and fully. The Music Assistant shall be directly responsible to the Organist and Music Director and shall be guided by him in the overall performance of these duties.

Andrew Crow *(part-time)*

Music Intern

The Music Intern assists the Organist and Music Director in all matters of the music ministry with a view toward gaining experience in the varied aspects of church music. The Music Intern shall be directly responsible to the Organist and Music Director and shall be guided by him in the overall performance of these duties.

Dr. Kristyn Kuhlman *(part-time)*

Schola Cantorum Coordinator

The Schola Cantorum Coordinator is responsible for all aspects of the academic/musical program of the children's music ministry. This includes curriculum, faculty, facilities, rehearsals, recruitment, and performances from September through May. The Schola Cantorum Coordinator is responsible to and guided by the Music Director in the overall performance of these duties and will also report to the Family Life Commission.

Peter Leibensperger *(part-time)*

Music Liaison

The Music Liaison acts as a coordinator of music ministry in all ministries of the church other than worship services that occur on Tenth property. The Music Liaison has a particular mandate to encourage and develop music ministry

opportunities for high-school students in the church. The Music Liaison is responsible to and guided by the Music Director in the overall performance of these duties.

Vanyah Harrigan *(part-time)*
TIF Music Coordinator

The TIF Music Coordinator coordinates all music for Tenth International Fellowship worship services and events. This person is responsible to the Minister of Missions in the overall performances of these duties and is guided by the Music Director. This is a twelve-month part-time position; payment is made only for the weeks in which the service is provided.

Kristen E. Harnly *(part-time; 15 hours/week)*
Nursery Coordinator

The Nursery Coordinator oversees all Nursery volunteers and is responsible for ensuring the care, nurture, and safety of children up to the age of three, including recruiting, scheduling, and training Nursery volunteers. The Nursery Coordinator oversees the Morning Nursery Supervisor and the Evening Nursery Supervisor.

Rachel H. Olsen *(part-time; 5 hours/week)*
Morning Nursery Supervisor

The Morning Nursery Supervisor assists in recruitment, preparation, and scheduling of volunteers; makes weekly reminder calls for Toddler room workers; and supervises one morning service, including set-up and clean-up responsibilities.

Carol H. Pfeifer *(part-time; 5 hours/week)*
Evening Nursery Supervisor

The Evening Nursery Supervisor assists in recruitment, preparation, and scheduling of volunteers; makes weekly reminder calls for Toddler room workers; and supervises the evening service, including set-up and clean-up responsibilities.

Nathan L. Potts *(Sexton Supervisor)*

Eshun E. Dixon

Jennifer Maddox

Carl Staico

Carl Green *(part-time)*

James L. Hutson *(part-time)*

Anthony James *(part-time)*

Kevin Koller *(part-time)*

Scott Werner *(part-time)*

The Sexton Supervisor supports the Administrator in ensuring that the sexton staff provide for the safety, security, cleanliness, maintenance, and order throughout the buildings and grounds during the week. The Sexton Supervisor is directly responsible to and guided by the Administrator in the performance of these duties.

The Assistant Sextons support the Administrator in ensuring the cleanliness, maintenance, safety, orderliness, and security of the church properties. The Sextons are directly responsible to and guided by the Sexton Supervisor and Administrator.

Tenth Congregation Bylaws

2005

Bylaws of the Congregation of Tenth Presbyterian Church

(Revised December 7, 2001)

Constitution

1. The Tenth Presbyterian Church of Philadelphia, being a particular Congregation of the Presbyterian Church in America, recognizes that the Constitution of said church is, in all its provisions, obligatory upon it and its members.

Meetings

2. There shall be two stated meetings of the Congregation annually in the church edifice for the transaction of any business properly coming before such meetings. One meeting shall be held in March or April for the reception of annual reports. Another meeting shall be held in December for the adoption of the annual congregational budget, the election of elders, deacons and deaconesses, and the election of congregational members of the Nominating Committee. The date of either meeting may be fixed or changed by the vote of the Session of the church.

Special Meetings

3. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered.

Announcement of Meetings

4. Notice of the time, place and purpose of all meetings of the Congregation shall be publicly announced at least one week prior to the date of the meeting.

Moderator

5. A pastor of the church shall preside. If the pastor is unable to be present, he may, with the consent of the Session, appoint an associate pastor or assistant pastor to preside. If the church is vacant, or if the pastor and the elders agree that the subject to be discussed requires it, a minister of the Philadelphia Presbytery of the Presbyterian Church in America shall be invited by the Session to preside. The actions of said meeting shall not be legally binding until ratified by a later meeting presided over by the pastor or duly appointed moderator.

Secretary

6. The Clerk of Session shall be secretary of the meetings of the Congregation. In his inability to attend, the Session shall designate a secretary in his stead.

Qualification of Electors

7. All communicant members in good and regular standing, but no others, are entitled to vote.

Voting

8. Voting by proxy is not allowed.

Rules for Judicatories

9. Meetings shall be conducted in accordance with the standards of the Presbyterian Church in America, so far as they apply, and when they do not apply, according to usual legislative rules of order.

Prayer

10. All meetings shall be opened and closed with prayer.

Quorum

11. A quorum shall consist of the moderator, secretary and at least one hundred fifty eligible voters.

Elders

12. There shall be a maximum of 18 ruling elders divided into three equal classes, one class of whom shall be elected each year by the Congregation at the December stated meeting for a three year term. The appointment to session assignments shall be accomplished by the full session in its January meeting each year. No elder shall serve on the Session consecutive terms, either full or partial, aggregating more than six years, but shall be ineligible to be elected to a new term until one year or more shall have elapsed.

Six “parish” elders shall each be responsible to serve one of the six parishes of the church. To the extent possible, these elders shall reside in the same parishes they each serve.

Three elders shall also serve as the trustees of the church. They shall be elected to one year terms by the Congregation each year from among those elders who are already serving as ruling elders at the time of their election.

Deacons

13. There shall be up to thirty deacons divided into three classes, one class of whom shall be elected each year at the December stated meeting for a three year term. No deacon shall serve on the Board of Deacons for consecutive terms, either full or partial, aggregating more than six years, but shall be ineligible to be elected to a new term until one year shall have elapsed.

Deaconesses

14. There shall be up to eighteen deaconesses divided into three equal classes, one class of whom shall be elected each year at the December stated meeting for a three year term. No deaconess shall serve on the Board of Deaconesses for consecutive terms, either full or partial, aggregating more than six years, but shall be ineligible to be elected to a new term until one year shall have elapsed. The Board of Deaconesses shall assist the Board of Deacons in carrying out its ministry, particularly in areas where it is more appropriate for women than men to serve, and shall be subject to oversight by the Board of Deacons.

Vacancies

15. Vacancies on the Session, Board of Deacons or Board of Deaconesses may be filled at a special meeting of the Congregation or at a stated meeting, as the Session may determine

Nominating Committee

16. There shall be a representative Nominating Committee of active members of the church. Two members of this committee shall be designated by and from the Session, one of whom shall be named by the Session as chair. One member of this committee shall be designated by and from the Board of Deacons and one by and from the Board of Deaconesses. Six members of this committee shall be elected by the Congregation, three each year to two year terms, none of whom may be in active service on the Session, the Board of Deacons or the Board of Deaconesses. In addition, the Senior Minister or an Associate Minister shall be a member of this committee *ex officio* but without vote. This committee should endeavor to bring to the December stated meeting at least the number of nominations that are required for the office of ruling elder, deacon, deaconess and membership on the Nominating Committee. Trustees shall be nominated by the Session with three to be elected.

Amendment of Bylaws

17. These bylaws may be amended by any meeting of the congregation, provided that:
 - a. the proposed changes are in agreement with the Constitution of the Presbyterian Church in America as defined in part III of the Preface of The Book of Church Order, and
 - b. the proposed changes have been reviewed by the Session.

Tenth Corporation Bylaws

2005

Bylaws of the Corporation of Tenth Presbyterian Church

(Revised September 28, 1985)

Authority

1. Notwithstanding anything contained herein to the contrary, no bylaw or rule of procedure of the Corporation of Tenth Presbyterian Church in the City of Philadelphia shall controvert or nullify the following:
 - a. the laws of the United States of America,
 - b. the laws of the Commonwealth of Pennsylvania,
 - c. the constitution thereof of the Presbyterian Church in America

Annual Meeting of the Corporation

2. There shall be an annual meeting of the Corporation on a day selected in the months of December and March, or some later date to be fixed by the Trustees for the transaction of any business properly coming before such meeting. Trustees shall give notice of such meeting from the pulpit and in the church bulletin on two successive Sundays. Notwithstanding the foregoing, should there be contemplated any matter of major importance for action at such annual meeting, notice in the church bulletin, together with such cogent information pertaining thereto as shall enable voting members of the Corporation to prayerfully and intelligently reach a decision; such notice to be given on two successive Sundays.

Special Meetings

3. The President of the Trustees shall call special meetings of the Corporation whenever a majority of the duly elected members of the Trustees shall so order. Notice of such meeting shall be given from the pulpit and in the church bulletin on two successive Sundays with a résumé of the business to be proposed, of sufficient proportions to enable voting members to reach an intelligent decision after prayerful consideration. The action of such special meeting shall be confined to the matters set forth in the call of the meeting.

Chairman

4. The president of the Trustees shall serve, where possible, as chairman of the annual Corporation meeting and any special meetings which may be held. In the event that the president of the Trustees is unable to serve as chairman of the Corporation meeting, nomination by any qualified elector, duly seconded and carried, shall elect such qualified elector chairman for the particular meeting involved.

Secretary

5. The secretary of Trustees shall be the secretary of the annual and special meetings of the Corporation unless he cannot serve, in which case the chairman of the meeting shall appoint a secretary from the qualified electors present.

Quorum

6. Fifty electors shall constitute a quorum for the transaction of business at any annual or special meeting.

Qualification of Electors

7. Any member of the Congregation in good and regular standing who has become twenty-one years of age shall be eligible to vote at annual and special meetings of the Corporation. Should the standing of any member be called into question, the decision of a majority of the Session shall be considered final for this purpose.

Composition of Board of Trustees

8. The Trustees of the Corporation shall be elders appointed by Session from its own members according to need, but they shall number not less than three and not more than fifteen persons. All Trustees shall be elders concurrently serving on the Session.

Duties of Trustees

9. It shall be the duty of the Trustees to assume charge of all property of the church, real and otherwise, and to permit its use only for such purposes and in such manner as may be consistent with the Congregation's policy. Movable property of the church may not be loaned except a majority of the board concur. They shall have custody of the charter and seal of the Corporation. They shall oversee the collection of all revenues for the church, except those for benevolent and missionary purposes, collections for the needy of the Congregation and any other collections of a special nature not usually associated with the functions of the Trustees. They shall be responsible for disbursements of monies collected by them in the normal functioning of the church and Corporation. Trustees may invest and reinvest surplus funds and any trust funds held by them in any or all of the following vehicles as they may deem advisable: stocks, bonds, mortgages, or any other instruments in the value thereof, or real estate, without being limited to legal investments for trust funds, and purchase or sell the same when in their judgment the time is propitious. They shall submit annual reports at the regular meetings of the Corporation. Rules may be made for their own government and procedure not inconsistent with these bylaws, the Constitution of the Presbyterian Church in America, and the Commonwealth of Pennsylvania. Except as pertains to expenses already authorized, no Trustee shall pay or contract to pay any bills which have not first been approved by Trustees. It shall be the obligation of the Trustees to advise upon the investment of all funds, to review periodically all assets of the Corporation, whether held absolutely or in trust funds to the end that the best interests of the Congregation and Corporation may be served. It shall be the further responsibility of the Trustees to maintain at all times safeguards of the Corporation's property, whether by use of a fidelity bond of reputable insurance companies or otherwise. The Trustees are empowered to borrow money or guarantee or become surety upon loans made in connection of Philadelphia, or its affiliated organizations.

Procedure of Board of Trustees in Plenary Session

10. Meetings
 - a. Regular meetings of the Trustees shall be held on the third Tuesday of each month at an hour set by the trustees. Special meetings of the Trustees may be called by the president at his discretion. If the president is not available, the secretary shall call such a meeting.
 - b. All Board meetings shall be opened with prayer.
 - c. The Board shall keep records of minutes of all proceedings and such records shall be produced, if requested, at any regular or special meeting of the Corporation, such request, however, to come from at least two qualified electors.
 - d. At the call of the chair, the members shall assemble, prayer shall be offered, and the minutes of the preceding meeting shall be read and, except as to errors or inaccuracies in such minutes, no debate shall be allowed until completion of the reading of such minutes.
 - e. After the minutes are read, the reports of the committees (finance, house, legal) shall be received, following which any unfinished business shall be resumed. After which, the consideration of new business shall be in order.
 - f. A motion, having been duly made and seconded, shall be repeated by the chairman and voted upon verbally by the use of "ayes" and "nays".
 - g. When a meeting of the Trustees is in progress, no member shall leave the room without the permission of the president or until an adjournment is announced from the chair.

Duties of Officers

11. Upon the appointment by Session of the Trustees, Session shall designate the following offices of the Trustees: President, Treasurer and Secretary.
 - a. President: It shall be the duty of the President (or in his absence, the President *pro tem*, who shall be named by the secretary) to preside at all meetings of the Trustees and to judge in all questions of order. The President shall serve as an ex-office member on all committees. The President shall be the Chairman of the Finance Committee.

- b. Treasurer: It shall be the duty of the Treasurer to sign all vouchers for payment of monies which have been previously ordered to be paid by the Trustees. It shall be the duty of the Treasurer to be Chairman of the Legal Committee.
- c. Secretary: It shall be the duty of the Secretary to keep a regular and correct account of all meetings of the Trustees. He shall furnish the Chairman of each committee with a list of its members. The Secretary shall be the Chairman of the House Committee.

Duties of Committees

12. Finance, House, Legal

- a. The Finance Committee shall be responsible for overseeing the collection and receiving of all monies due the congregation from any source. It shall oversee that funds are deposited in a bank or banks approved by the Trustees and keep an accurate account of all such funds received. It shall oversee the paying of bills for expenses or commitments only as authorized by the corporate budget or by action authorized by the Trustees, and likewise oversee that an accurate record is maintained for all such disbursements. It shall prepare a statement of such accounts monthly and be presented to the Trustees at their monthly meeting. It shall perform such other duties as the Trustees may direct.
- b. The House Committee shall be responsible to keep in good repair and maintenance all real estate owned by the Tenth Presbyterian Church in the City of Philadelphia and to endeavor to obtain a maximum of income from such real estate consistent with fair and ethical practices. It shall be responsible to submit all proposals for capital improvements with cost estimates, completion times and recommended contractors or bidders to the Trustees for approval. It shall be responsible to execute repairs, maintenance, and/or capital improvements within the budgets set forth by the Corporation or the Trustees. It shall perform such other duties as the Trustees may direct.
- c. The Legal Committee shall be responsible and assume charge of the corporate seal and of all books, documents and papers which are the property of the Corporation. It shall be the custodian of such property as stocks, bonds, mortgages, insurance policies, and such other property as the Trustees designate. It shall have authority for the execution of purchase and sale in stocks, bonds, real estate, mortgages, loans, insurance and any other asset bought or sold by the Tenth Presbyterian Church in the City of Philadelphia with the approval of the Trustees. It shall be responsible to see that the Tenth Presbyterian Church in the City of Philadelphia is properly and legally insured in all areas. It shall perform such other duties as the Trustees direct.

The Books and Accounts of the Trustees

13. These shall be reviewed and audited annually by an independent auditor, the same to be certified public accountants named by the Board.

Reports of the Trustees

14. The Trustees shall report annually to the Corporation:
 - a. the receipts and expenditures for the fiscal year last ending;
 - b. an estimate of receipts and expenses for the current year;
 - c. new projects, if any, necessary to be undertaken for the benefit of the Corporation;
 - d. an exhibit of the real property, trust funds, endowments and other resources of the Corporation

Amendment to Bylaws

15. Proposal for amendment to these bylaws shall first have been made at a previous meeting of the Board of Trustees, after which voting upon same may be held; such proposal shall not be considered approved by the Board of Trustees unless two-thirds of the board members shall have voted in the affirmative.

Tenth Form of Government

2005

Book of Church Order, Chapter 8

The Elder

- 8-1. This office is one of dignity and usefulness. The man who fills it has in Scripture different titles expressive of his various duties. As he has the oversight of the flock of Christ, he is termed *bishop* or *pastor*. As it is his duty to be grave and prudent, an example to the flock, and to govern well in the house and Kingdom of Christ, he is termed *presbyter* or *elder*. As he expounds the Word, and by sound doctrine both exhorts and convinces the gainsayer, he is termed *teacher*. These titles do not indicate different grades of office, but all describe one and the same office.
- 8-2. He that fills this office should possess a competency of human learning and be blameless in life, sound in the faith and apt to teach. He should exhibit a sobriety and holiness of life becoming the gospel. He should rule his own house well and should have a good report of them that are outside the church.
- 8-3. It belongs to the office of Elder, both severally and jointly, to watch diligently over the flock committed to their charge, that no corruption of doctrine or of morals enter therein. They must exercise government and discipline, and take oversight not only of the spiritual interests of the particular church, but also the church generally when called thereunto. They should visit the people at their homes, especially the sick. They should instruct the ignorant, comfort the mourner, nourish and guard the children of the church. They should set a worthy example to the flock entrusted to their care by their zeal to evangelize the unconverted and make disciples. All those duties which private Christians are bound to discharge by the law of love are especially incumbent upon them by divine vocation, and are to be discharged as official duties. They should pray with and for the people, being careful and diligent in seeking the fruit of the preached Word among the flock.
- 8-8. As there were in the Church under the law, Elders of the people for the government thereof, so in the gospel church, Christ has furnished others besides ministers of the Word with gifts and commission to govern when called thereunto, which are called *ruling elders*.
- 8-9. Elders being of one class of office, ruling elders possess the same authority and eligibility to office in the courts of the Church as teaching elders. They should, moreover, cultivate zealously their own aptness to teach the Bible and should improve every opportunity of doing so.

Tenth Diaconal Committee Assignments

2005

Executive Committee	Benevolence Committee
Vincent Spragins, <i>Chair</i>	Bob Yang, <i>Chair</i>
Mimi Warburton, <i>Deaconess Chair</i>	David Allen
John Voorhis, <i>Vice Chair</i>	Laurie Carroll
Signe Spragins, <i>Deaconess Vice Chair</i>	Clark McCutcheon
Tom Denier, <i>Secretary</i>	Brian Peasnell
Tim McDade, <i>Treasurer</i>	Celia Rooney
	Michael Rooney
	Andy Zamora
Communion Committee	Ushering Committee
Fiona Davenport, <i>Chair</i>	Bert Fink, <i>Chair</i>
Sandy Allen	Guy Elzey, <i>Co-Chair</i>
Paul Graves	Sandy Hill
Amy Weaver	Martin Troutman
Ed Young	
Maxine Young	
Julio Zamora	
Fellowship Committee	Financial Counseling Committee
Katherine Preston, <i>Chair</i>	Janice Roberts, <i>Chair</i>
Joanne McDade, <i>Co-Chair</i>	John Blanda
Patrick Addo	Tobias Klauder
Jean Hetherington	Cesar Lim
Jim Hetherington	Brian McLelland
Barbara Kasper	Jeff van Bastelaar
Alan Petrongolo	Greg Warburton
Virginia Murphy	Jeff Wilson
Evangelism Committee	Nominating Committee Diaconal Representatives
Reginald James, <i>Chair</i>	Joyce Ostertag
Otis Word	

Tenth Official Boards of the Church

2005

The Ruling Elders of Session

Class of 2005

Nasrat G. Ghattas (5)
Frederick L. Hill (2)
Roger D. Hoover (2)
George K. McFarland (5)
David A. Skeel Jr. (2)
Hubert H. Taylor (5)

Class of 2006

Patrick J. Canavan (4)
David M. Collins (1)
Brian K. Esterly (1)
Frank R. Harder (1)
Michael Kennedy (4)
R. Clive Stockdale (1)

Class of 2007

Ronald W. Ferner (0)
Samuel Hsu (3)
Jay W. MacMoran (0)
Gordon Palmer (0)
Carlos E. Perkins (0)
Joseph H. Winston (0)

The Board of Deacons

Class of 2005

John W. Blanda (2)
Thomas D. Denier (2)
Reginald H. James (2)
Brian L. Peasnell (2)
Martin F. Troutman (2)
John W. Voorhis (2)
Otis L. Word (2)
Robert E. Yang (2)

Class of 2006

E. Guy Elzey, III (4)
Albert H. Fink (1)
Paul Graves, Jr. (4)
James H. Hetherington (1)
L. Tobias Klauder (1)
Cesar R. Lim (1)
Timothy P. McDade (1)
Alan T. Petrongolo (1)
Gregory G. Warburton (1)
Edward J. Young (1)

Class of 2007

Patrick E. B. Addo (0)
David W. Allen (0)
M. Clark McCutcheon (0)
Brian A. McLelland (0)
Michael T. Rooney (0)
Vincent G. Spragins (3)
Jeffrey J. van Bastelaar (0)
Jeffrey S. Wilson (0)
Andres E. Zamora (0)
Julio L. Zamora (0)

The Board of Deaconesses

Class of 2005

Barbara E. Kasper (1)
Virginia M. Murphy (2)
Katherine E. Preston (2)
Janice G. Roberts (2)
Betty K. Taylor (5)
Mimi D. Warburton (2)

Class of 2006

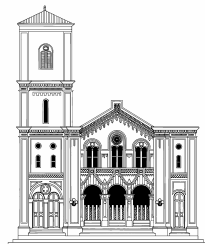
Laurie A. Carroll (4)
Fiona E. Davenport (3)
Sandra L. Hill (4)
Joanne J. McDade (1)
Joyce A. Ostertag (4)
Maxine E. Young (1)

Class of 2007

Sandra M. Allen (0)
Jean V. Hetherington (0)
Celia A. Rooney (0)
Signe Spragins (3)
Amy J. Weaver (0)

() = number of consecutive years served

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Tenth
Presbyterian
C h u r c h

*1701 Delancey Street
Philadelphia, PA 19103-6714*