

## SESSION

- PCB committees to develop descriptions of their areas of responsibility and functions that they manage by April 2026, as well as define skill sets that committee members need to have.

Specific – Most of the committees do not have a clear delineation of their responsibilities. A much more focused development of committee responsibilities and understanding of what they should be doing in the operation of PCB is critical to insuring there is no duplicity of effort, as well as helping others understand which committee they go to address church concerns. Committee members also should have skill sets that directly relate to the committee they are serving on, such as an understanding of finances for the Financial Committee, or HR/people management skills when serving on Personnel.

Measurable – Committee submission of their responsibilities indicates completion of the task

Attainable – The goal is achievable for all committees, with some committees having already done the work.

Relevant – This task is relevant to the congregation's understanding of which committee does what. There is confusion regarding which committee has responsibility for what that this will help eliminate.

Time-Bound – Committee responsibilities to be submitted for review by April 2026.

Year 1 –

- Committee responsibilities to be completed by April 2026.

On-Going

- Having committee members' skills align with the committee upon which they are serving.

- Review/discussion on whether committees should be discontinued, combined, or added. Discussion and decisions should be completed no later than June 2026.

Specific – Decisions regarding the relevancy of all PCB's committees, their viability, whether they serve the needs of the church, whether new ones are needed, and whether some committees should be merged. There is also duplicity of committee functions between some committees that this goal will help resolve.

Measurable – The measurement of success is determined by the Session having reviewed the various committees and whether they meet PCB's needs, and making changes to existing committees and creating new ones if necessary.

Attainable – Session action will achieve this goal with good discussion and planning

Relevant – For the size of the church of PCB, there are a lot of committees, some having functions that overlap others. The number of committees also makes it hard to find volunteers willing to participate in all these committees. Reducing the number of committees will help with that, as well as understanding whether a committee is relevant in the life of PCB. PCB may also be better served by dividing a committee up, or adding a new one, which this discussion will help clarify.

Time-Bound – June 2026

Year 1 –

- To be completed within a year.
- Write, develop and implement a PCB Administrative Manual that would include PCB Policies by 1 September 2025 to help create a pleasant and safe church environment, while outlining the way PCB functions. These policies include but are not limited to:
  - Anti-Harassment (Dr Ezekiel)
  - Anti-Racism (Dr. Ezekiel)
  - Child Protection Policy (CE)
  - On-Boarding new Elders to Session (Dr Ezekiel/George Landes, Jr.)

Specific – PCB needs a robust set of policies as outlined in an Administrative Manual to clarify how various departments within the church function, as well as what expectations are of visitors and members alike. These policies will also ensure the church is a safe place to work and attend Sunday service.

Measurable – Policies are to be written and submitted to Session for discussion by 1 July 2026

Attainable – While the timeline may be aggressive, the policy creation and adoption is certainly within the realm of work to be completed at PCB.

Relevant –

Time Bound – 1 September 2026 is the completion date with the manual to be reviewed annually.

- How to on-board newly-elected Elders to Session?
- What happened to the marketing effort:
  - Focus group for visioning/marketing:
    - Bob Dick
    - Molly Stine
    - Bob Stine
- Session needs to foster an atmosphere of improved clarity and transparency regarding the work that is ongoing at PCB. This will help keep parishioners abreast of all the exciting things ongoing at PCB as well as providing information so they can be further involved with activities and programs that they are interested in. This would include but not be limited to financials, committee minutes, Session minutes, SMART Goals for each committee, and a list of members of various committees and Session.

Specific – There is confusion within PCB of “who is doing what” and where to go when there is an issue or question. Increased transparency will help address this concern, while also giving congregants a resource to go to and get answers to many of their questions, while also keeping them updated on new initiatives being addressed (such as the updating of the AV system).

Measurable – PCB’s web site will be the source of information that parishioners can visit to help answer questions they may have. Minutes, committee members, etc will all be posted for all to see.

Attainable – This is a very doable goal. Nancy will be working on the web site to enter the information, much of which will be provided by the Clerk of Session.

Relevant –

Time Bound – 1 September 2026 is the completion date.

## **COMPLETED**

- PCB's Bylaws need to be reviewed and updated.

Specific – Bylaws have not been reviewed since 2004. With numerous changes within PCB, the bylaws need to be reviewed and changed as necessary to better reflect the current operation of the church. This is to be completed by YE2024.

Measurable – The review and modification of PCB's bylaws is the measure of success of this goal.

Attainable – Goal is readily achieved by reviewing, discussing, and modifying (if called for) PCB's bylaws.

Relevant – Bylaws should be reviewed on a regular basis, with there being some dysfunction at PCB due to bylaws that are sometimes ambiguous, not clear regarding certain operational areas, or have left out additional information that needs to be addressed

Time-Bound – YE2024 is the completion date for this goal.

- Session size needs to be reviewed and changed

Specific – The size of the Session is, in part, determined by the size of the congregation. With church membership around 300, the 15 member Session needs to review whether this size is appropriate to accomplish PCB's goals and ambitions.

Measurable – Session meetings to determine the appropriate Session size for PCB, and then making any adjustments, is the measure of success for this goal.

Attainable – It may take several years to adjust the size of the Session, but the goal is attainable even though it will take time to achieve.

Relevant – If the Session is too large, it becomes more difficult to make decisions quickly due to longer discussions. If the session is too small, support of PCB's goals and the direction in which the Session wants PCB to move is harder to achieve as there aren't enough people. It is thus important to insure the Session is of a size that is not too big that it is too slow to react, but not too small that the needs of PCB and its congregation are not adequately supported.

Time-Bound – YE2025 and reviewed annually.