



WASATCH PRESBYTERIAN CHURCH

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# OFFICER HANDBOOK

*We are God's children, seeking to know God  
and God's will for our renewal and healing.*

*Celebrating and reflecting Christ's love,  
Wasatch Presbyterian Church invites all people,  
with special concern for the young,  
to grow in faith within a nurturing community,  
through worship, learning and service to others.*

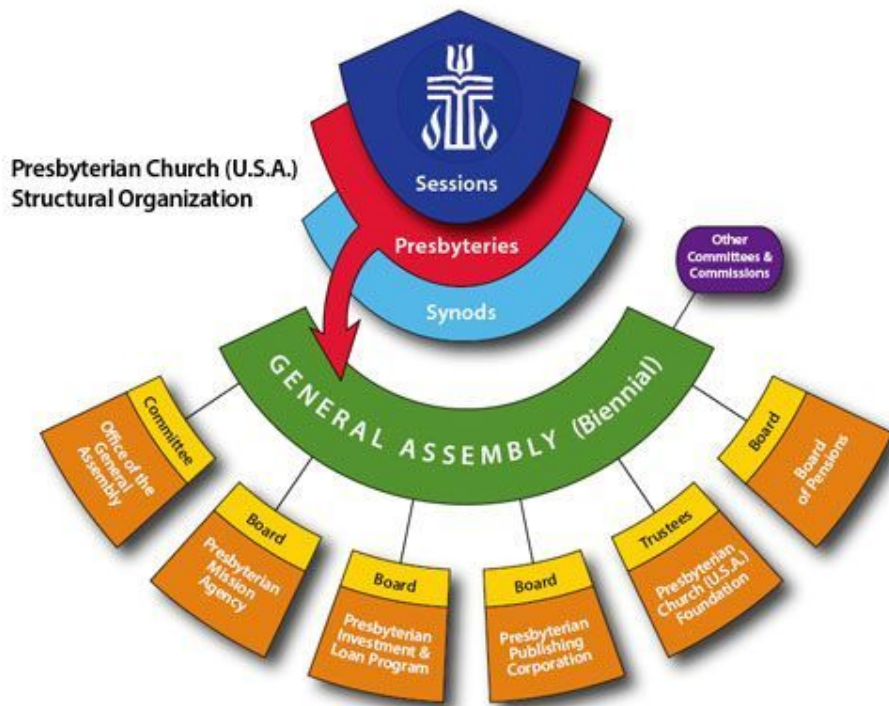
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[www.wpcslc.org/resources-for-officers](http://www.wpcslc.org/resources-for-officers)

## PC(USA) Church Structure



### Our church is structured into four governing bodies:

1. the **Session** of the local congregation;
2. the **Presbytery** which has oversight of congregations in a prescribed area, such as our Presbytery of Utah;
3. the **Synod**, composed of Presbyteries, such as the Synod of the Rocky Mountains;
4. the **General Assembly**, composed of all the presbyteries in the United States and Puerto Rico.

An equal number of Elders and Pastors are elected delegates to the three governing bodies beyond the Session.

ministers of the Word and Sacrament, Elders and Deacons. Their responsibilities are defined by the Constitution. Elders and Deacons are nominated and elected by the congregation and ordained by the Pastor and ordained Elders.

The Pastor is a minister of the Word and Sacrament and is a member of the Presbytery and not the congregation he/she serves. Lay members of the Session are called Elder. The Elders, with the minister of the Word as moderator, form the Session which has complete authority in all spiritual and governmental matters of the local church.

Elders participate in the administration of church affairs by offering the Sacrament of Holy Communion as many times as determined by the Session during a given year: by offering baptism upon request; and by serving on Session teams responsible for: Session Administration, Adult Education, Budget & Finance, Buildings & Grounds, Children's Ministry, Board of Deacons, Congregational Life, Membership, Mission Ministries, Nominating, Personnel, Preschool Board, Stewardship, Youth, and Worship & Music.

The scripture clearly points out Deacons are distinct officers in the church. The office is one of sympathy and service after the example of our Lord Jesus. The Board of Deacons shall minister to those in need, to the sick, to the friendless, and to any who may be in distress in accordance with the scriptural duties of the office.

**Presbytery of Utah:** [www.pbyutah.org/contact-us](http://www.pbyutah.org/contact-us)

**Synod of the Rocky Mountains:** [www.synodrm.org/contact-us](http://www.synodrm.org/contact-us)

**General Assembly:** [www.oga.pcusa.org/contactus/](http://www.oga.pcusa.org/contactus/)

## The Story of Wasatch Presbyterian Church

Wasatch Presbyterian Church was organized by the Presbytery of Salt Lake, it being a union of two Presbyterian churches, Westminster Church and Third Church. In the early 1880's Mrs. Camp presented a gift of \$12,000 to secure quarters and operate for a time a Presbyterian Mission on Fourth West between First and Second South, known as the Camp Mission. The first Christian Endeavor Society in Utah was organized in 1884. After a few years in an adobe building, this mission was organized on September 19, 1889 as the Westminster Presbyterian Church with The Rev. F. L. Arnold as the first Pastor. A new edifice was dedicated on September 4, 1910 on the corner of Fifth South and First West.

Before long it became evident that the area near the church was destined to be occupied by railroad tracks, trucking firms, lumber yards and warehouses. The church members were moving away, mostly to the east side of town. When the idea of a union with Third Church was proposed, with the possibility of a new edifice on the east bench, the members and friends of Westminster Church were immediately interested. Like Westminster, the Third Church began as a mission on the east side of town on Kensington Avenue near Eleventh East.

Third Church was organized on June 19, 1892, and the Rev. Josiah McClain was the first Pastor. When Westminster College erected the Gunton Chapel on the corner of Eleventh East and Seventeenth South, the college trustees invited the church to use the building as home for worship and attendant activities. For many years the college and the church collaborated not only in maintaining the building but also in keeping the pulpit supplied. In 1946, when the college trustees decided to liquidate the property, the Third Church was given the first opportunity to purchase it. It was felt that the building was too inadequate for the forward-looking program planned by Third Church. With the thousands of new homes built a short distance to the east, the members of Third Church felt the need to consider this unchurched area.

It was natural and expedient that these two Presbyterian churches of Salt Lake City should unite for both needed new quarters and both were aware of the need and possibilities in the rapidly growing residential area in southeast Salt Lake. On June 28, 1946 the amalgamation was consummated, the resources pooled, and the name "WASATCH PRESBYTERIAN CHURCH" chosen. Within a few months The Rev. Donald G. Christiansen, recently discharged from the Army Air Force where he served as chaplain, was called as the first Pastor.

On August 31, 1948 ground was broken for the new church building located at Seventeenth East near Seventeenth South. The church sanctuary was dedicated on Sunday, October 2, 1949. Within three months a team was appointed to study the possibility of adding classrooms for the rapidly growing church school. In 1951 the first floor of the education building was erected. The second floor was added in 1953 and the third floor in 1955. The completed education wing was dedicated free of debt on January 15, 1956.

Additional property to the west of the church was secured the same year making future expansion of building and parking lots possible. The program to enlarge the sanctuary and additional classrooms and a church parlor was completed in December 1958. A grocery store adjacent to the church property was purchased in 1956. This building was known as the Youth Center, housing Boy Scout and church school activities. This building was razed in the spring of 1966. During 1966 the new addition to the west was completed providing a larger banquet hall, a larger church parlor, a more adequate kitchen, together with a full basement for scouting activities.

Over the years, twelve members of Wasatch Presbyterian Church have been ordained. They are: Robert Boughton, Byron Clayton, John Cushman, Carl McCauley, David Steele, Glenn Thomson, David Wilson, Mark Heaney, Carol Howells Shellenberger, Margaret Lacy, Ellen Madison, and Susan Collier.

The outreach concern of the officers and members of Wasatch is evidenced by the three new Presbyterian churches they were instrumental in establishing. On October 6, 1957 the Cottonwood Presbyterian Church was organized. The Mount Olympus Presbyterian Church was organized on January 6, 1963, and on October 6 of that year, the Westvale Presbyterian Church was organized. Wasatch Church sent money, members and pastoral leadership to all of these churches. The Rev. Glen Cordell, Assistant Pastor at Wasatch from 1956 to 1962, was the organizing Pastor for both the Cottonwood and the Mount Olympus churches.

The late Donald G. Christiansen resigned in 1967, and the Rev. Edgar E. Toevs served as Interim Pastor. The Rev. Donald R. Steiner was Associate Pastor from 1963 until 1967. In July 1968, the Rev. James P. Dowdy was called as Senior Pastor. The Rev. John R. Buzza was Assistant Pastor from 1970 to 1972, and the Rev. Francis M. Kirk was Assistant Pastor from 1972 until 1974. The Rev. Dr. A. Walton Roth joined the staff as Minister of Visitation in 1972.

When Senior Pastor James P. Dowdy was called to the Overlake Park Presbyterian Church in May 1974, the Rev. Douglas D. Tiffany served as Interim Pastor through March 1975. In June 1975, The Rev. Jay H. Confair was called from the First Presbyterian Church of Albuquerque, New Mexico, to be the Senior Pastor of Wasatch Presbyterian Church.

At 4:00 a.m., Sunday, June 30, 1974, a tragic fire roared through the sanctuary and adjoining areas of the church destroying the roof, organ, piano, furnishings and severely damaging the pews and stained-glass windows and causing extensive smoke and water damage to the auditorium, offices and education rooms in the adjacent areas.

Wasatch members contributed several thousand hours in the massive cleanup and were assisted by friends, neighbors and members from many other churches in the area. Despite the severe limitations of useable space, the full program was continued by a determined congregation and leadership.

Following settlement of the insurance claim, the Restoration Building Program was begun November 11, 1974. In addition to restoring the sanctuary and other damaged areas to the original condition, many improvements and some major changes were incorporated into the rebuilding.

To accomplish the restoration, add the improvements and make up some insurance deficiency, a building fund drive with a goal was launched, and Wasatch people responded by fully meeting our objectives. First services were held in the new sanctuary on Easter Sunday, March 30, 1975, and the remainder of the Restoration Program was completed in the fall of 1975.

The Rev. Jay Confair rallied Wasatch during, and following the restoration. He was assisted in ministry by Rev. Robert Phenix, Pastor of Visitation, 1978-1982; Rev. Dean Knapp, Assistant Pastor, 1979-1980; and Rev. Stephen Austin, Assistant Pastor, 1981-1983.

The year 1982 saw Rev. Confair accept a call to Farmington, New Mexico. Rev. Virginia Gryzwana served as Interim Pastor and was the first woman to serve Wasatch in a pastoral role. The Rev. Gary Weaver became Pastor/Head of Staff of Wasatch Presbyterian Church in 1983, and served in that capacity through September 1991. During his ministry, Rev. Weaver was assisted by the Rev. James Groves, Assistant Pastor from 1984 through 1985; the Revs. Linda and Steven Toth, Assistant Pastors from 1985 to 1990; the Rev. Horace McMullen, Pastor of Counseling from 1984 to Dec., 1995; and the Rev. David Lee, Associate Pastor, from 1991 to June 1996.

The Rev. James Froede came to the Wasatch congregation as Interim Pastor in December 1991 and served until June 1992. He was succeeded by the Rev. Grady N. Allison, who served as Interim Pastor from August, 1992 through October, 1993.

The Rev. Dr. David A. Henry began his service as Pastor/Head of Staff in November 1993. The Rev. Sallie M. Watson began service as Interim Associate Pastor in September 1996 and served until July 1998. The Rev. Renee Rico began service as Interim Associate Pastor in September 1998 until August 1999. The Rev. Pat Alexander filled in until the Rev. Catherine Putnam joined the staff as Associate Pastor December 1, 1999. She was ordained as minister of Word and Sacrament January 29, 2000 by Presbytery of Cascades and installed as Associate Pastor of Wasatch Presbyterian Church on February 6, 2000. She completed her service at the end of April 2008.

The Rev. Scott Wipperman was employed as Interim Associate Pastor as of June 18, 2008. He was ordained on June 16, 2008 by the Mission Presbytery. On July 15, 2008 the Rev. Dr. David A. Henry ended his time with Wasatch. The Rev. Dr. Ginger Memmott was called to be the Interim Senior Pastor from October 2008 through December 2010. On December 12, 2010, the members of Wasatch Presbyterian Church unanimously elected Rev. Scott Dalgarno as the new Pastor/Head of Staff for Wasatch Presbyterian Church and he began his service on January 1, 2011.

Rev. Scott Wipperman ended his work at WPC in December of 2011.

A new title, Pastoral Associate, was created for the Rev. Catherine Putnam Netto who came back to work at Wasatch in January of 2012. She served until May of 2014.

The Rev. Topher Mehlhoff joined the staff at Wasatch as Director of Youth in January of 2015. He also directed the ibelieve worship service. He left to become solo pastor of a church in rural Wisconsin on August 31, 2015.

The Rev. Heather Monkmeyer, a minister in the Evangelical Covenant denomination, joined the staff of Wasatch as Pastoral Associate in August of 2015. She left us on Christmas Day of 2016.

Terresa Newport, a student at Iliff seminary, became Interim Pastoral Associate at Wasatch on January 16, 2017. She served until October 31, 2017.

Andrew Fleishman became Pastoral Associate on Nov. 1, 2017. He was ordained and installed as Associate Pastor during the Covid-19 pandemic at an outdoor service on June 19, 2020.

Rev. Scott Dalgarno left Wasatch to serve at a smaller church in Oregon on April 25, 2021. Rev. Elaine Besthorn became Interim Pastor on July 1, 2021 and due to unforeseen circumstances left early to return home to Kansas on November 14, 2021. Rev. Bob Sheldon became Interim Pastor on February 1, 2022. Wasatch has been preparing for a new pastor and a pastor nominating committee has been hard at work. They have had many matches and begun the interview process. The hope is that a new pastor will be found before July 2024



## WPC's Millennial Project

### Expansion and Renovation for the 21<sup>st</sup> Century

Starting in 2001, WPC met as a community of faith for a series of long, hard conversations. Two pressing questions were on the table. Who were we as a congregation? And, where were we going as a church? At the time, Wasatch was almost 55 years old, formed in 1947 at the end of WWII, and perched on the edge of an old Lake Bonneville bench in the middle of America's Zion. A dramatic 20<sup>th</sup> Century of historical events and cultural tsunamis had come to an end; several generations of WPC's founders had already passed on or were in their twilight years; the Y2K millennial scare had just passed; and an uncertain century of changes and challenges lay ahead.

The considerations in 2001 were both practical and existential. On the practical level, over the years WPC's entire building complex had become a poorly integrated warren of hallways, stairways, odd rooms and leftover areas that frustrated every aspect of the congregation's activities. Classrooms and offices were inadequate and needed repair. There were no showers, no elevator, and only limited restrooms. The highly respected Wasatch Pres. Preschool operated awkwardly out of shared Sunday school spaces. The main social area – Christiansen Hall, on the west side – had been built 25 years earlier on a shoestring budget during recovery from the devastating sanctuary fire in 1974, and by 2001 it was creaking, leaking and tilting to the west as the unstable soil under it slowly settled into the Wasatch Hollow gully. WPC's architect declared Christiansen Hall beyond redemption, and the fire marshall eventually prohibited its use. The old kitchen adjacent to Christiansen Hall had outlived its usefulness.

Existentially, the year before, in 2000, WPC had completed a Strategic Plan to chart possible ways forward. But ultimate decisions remained to be made: (1) Would we hunker down in our aging and inadequate building, cautiously playing out limited financial resources, caring for our dwindling members as best we could, and hoping for rescue by a miracle or a new messiah; or (2) Would we strike out boldly for the future, daring to move in faith, confident in the Messiah who has already come?

The outcome of these conversations was not pre-ordained. There were passionate voices on all sides of each issue. There was anxiety, even fear. Bible themes were invoked: should we husband limited resources to meet present needs; or were we wasting unsown mustard seeds? Social and political issues abounded: was the great era of American church-building over; had society shifted from eager investors and committed stakeholders into just incidental consumers – buyers, but no longer builders? Seriously, the opinions and options in those earnest, prayerful meetings ran the gamut, from shrinking into an ever tinier relic of the great American ecumenical movement of the 19<sup>th</sup> Century, to morphing into a hip mega-church run on a corporate business model by charismatic clergy with "star power."

If you are here at WPC today, if you look around now, you will see everywhere evidence of the resolutions reached in those deliberations of 2001. WPC's congregation, Session and clergy took a courageous collective leap of faith into the middle of relevance, into permanence, into a scale of church which is both human and humane – neither quietly slinking into obscurity, nor rolling the dice on a glitzy panacea. Wasatch opted for hard work, for concrete plans, and for financial commitment. It chose to build a church for the 21<sup>st</sup> Century, and it challenged itself to fill that church with the Good NEWS – the Nurturing, the Education, the Worship and the Service which is WPC's special heritage and our special calling as disciples of Christ. The folks in 2001 knew that the life of the Church was its people and the Gospel. But they understood that having a place to do their work as People of the Word was as important to WPC's then-present wellbeing and its immediate future as it would be to generations of Christians yet to be born, and to a world which would still need hope and healing long after their passing.

So a \$3.3 million expansion and renovation project was conceived in 2001, designed in 2002, and built in 2003-2004. And in a mere 15 years – from 2003 through 2018 – WPC paid for the whole project. In spite of the Great Recession of 2008-09! Some of the key events, dates and amounts are summarized on the following page titled **Capital Campaigns and Mortgage History (2003-2018)**. But it is also well to remember the key players who brought WPC’s vision to fruition.

To steer this gallant undertaking, WPC set up the Expansion and Renovation Task Force, “ERTF” for short. It was chaired by – big drum roll! – Temple Riekhof; and its members were – bigger drum roll! – the Reverend David Henry, Larry Ann Castle-Fericks, Alysia Harris, Laura Crow, Roger Bullock, Peter Barnard, Scott Knight, Robert Heaney, Noreen Rouillard, Earl Donnan and Bill Peters. These dedicated folks worked with Eaton Mahoney Architects (lead architect, Don Mahoney) to design the beautiful, functional integration of old and new elements of what WPC has today. Then they worked diligently with the general contractor, Furst Construction (Robert Bennet, project supervisor), to build it.

Everybody had specific responsibilities. But especially valuable service was given by Don Rouillard who meticulously tracked every expense and payment for the complicated project. Alysia Harris also did fantastic work applying for funding grants, and it was a huge boost to the project when she obtained first a \$10,000 grant from the LDS Church Foundation in early Feb. ’03, followed by a whopping \$100,000 donation from the Episcopal Diocese of Utah that April. And last but definitely not least, through all the demolition and construction WPC’s critical “owner’s representative,” Larry Ann Castle-Fericks, worked full time on-site for over one year.

Ground breaking occurred on June 8, 2003. And by dint of incredible diligence and commitment, the new facility was dedicated almost exactly one year later on June 20, 2004. During that one year – what Rev. David Henry often called “Wasatch’s year of wandering in the wilderness” – WPC’s staff operated from temporary offices in central Sugarhouse while its many ministries continued out of homes, car trunks, parks and other churches.

And because past is prologue, and what the old hymn says is true – “When we’ve been here 10,000 years, bright shining as the sun, we’ve no less days to sing God’s praise, than when we first begun.” – we now stand on the shoulders of church building giants as WPC moves boldly into the future.



## Clerk of Session: Job Description

- The Clerk of Session must be a ruling Elder and is nominated each year by the Session Nominating Committee for a one year term and may serve for up to six years.
- The Clerk may, but need not, be currently serving on the Session.
- The Pastor must be consulted by the Session Nominating Committee before nominating the Clerk.
- The duties of the Clerk of Session are specified in the Book of Order (including B of O, G-3.0104) and, in addition, include those duties assigned by the Session and/or contained in the WPC Officer Handbook (currently at pp. 13-14).
- It is the obligation of the Clerk to read and be familiar with the duties specified in the Book of Order and to attend training in those duties.
- Additionally, the clerk attends a regular meeting for review of Session minutes/ records and training updates for clerks with the Stated Clerk of the Presbytery.
- The Clerk may receive periodic direction by the Session and the Pastor.

### **The duties of the Clerk of Session include, but are not limited to, the following:**

1. Serve as secretary for all meetings of the congregation. B of O, G-1.0505
2. Collaborate with the Assistant Clerk, where relevant, to support the Assistant Clerk duties.
3. Record transactions of the Session. B of O, G-3.0104.

### **To perform this duty, the Clerk shall follow:**

1. Directives from the Session and the Pastor, as well as the Session Docket Template and the Checklist for Clerk of Session Minutes Book/Rolls and Records periodically approved by the Session and contained in the WPC Officer Handbook.
2. Preserve the Session's records and furnish extracts as required.
3. Prepare the Annual Statistical Report of the General Assembly.
4. Oversee the preparation of the Annual Statistical Report of WPC.
5. Send out the Session docket at least 2 days before the meeting to Session and staff.
6. Send out Session minutes to Session and staff by 7 days after the meeting.

(Adopted 02/27/2019 by the Session of Wasatch Presbyterian Church.)

## Assistant Clerk of Session: Job Description

- The Assistant Clerk of Session must be a ruling Elder and is nominated each year by the Session Nominating Committee for a one year term and may serve for up to six years.
- The Assistant Clerk may, but need not, be currently serving on the Session.
- The duties of the Assistant Clerk are those assigned by the Session, to whom the Assistant Clerk reports.
- The Assistant Clerk is to learn the duties of the Clerk of Session, including those specified in the Book of Order (including B of O G-3.0104) and, in addition, those duties assigned by the Session and/or contained in the WPC Officer Handbook (currently at p12).
- Additionally, the Assistant Clerk may receive periodic direction by the Session and/or the Pastor.

**The duties of the Assistant Clerk include, but are not limited to, the following:**

1. Keep the Session's rolls of membership and attendance
2. Maintain WPC's Membership Roll, as well as its Registers of baptisms, Ruling Elders and Deacons, Pastors, and others, as directed by Session. B of O, G-3.0204.a. and b.
3. In the absence of the Clerk, perform all duties of the Clerk identified in the job description for the Clerk of Session.
4. As needed, collaborate with the Clerk to support the work of the Session.

(Adopted 02/27/2019 by the Session of Wasatch Presbyterian Church)

## The Session Committees - Adult Education

**Objective:** The scope of the Adult Education program is to include Biblical study, social justice issues, spiritual practices, theology, other topics which could be presented in a secular setting but here have a Christian focus.

**Responsibilities of the Committee:**

- Attend Sunday morning classes as much as possible
- Review how current adult education classes are going, address any issues
- Develop ideas for future Sunday morning classes
- Facilitating coordination with other committees for ideas and speakers
- Attend monthly meetings
- Search for appropriate education topics and teachers
- Contribute substantially to discussion each meeting
- Teach if desired
- Act in the place of the chair as needed
- Represent multiple points of view from the Congregation
- Help with promotion of education activities

**Number of Committee Members:** 4-8

**Time Commitment:** 6 hours per month (committee meeting = 2hr / Sunday Classes = 4hr)

**Special Talents and Skills:** Networking, Teaching and Organization

**Spiritual Gifts:** Administration and Teaching

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## The Session Committees - Budget & Finance

**Objective:** To glorify God through being good stewards of the monetary gifts and tithes received.

**Responsibilities of the Committee:**

- Attempt to optimize the church's financial assets through management of a balance budget.
- Assure that funding is available to support the ministry and mission of Wasatch.
- Meet monthly to monitor the church's financial position and assure operation within the defined monetary objectives.
- Assist staff and ministry teams to optimize and utilize the funds available.
- Prepare annual budget for approval by the congregation.
- Report annually on the financial position and fiscal health of the church.

**Number of Committee Members:** 6 – 8 from our congregation and 3 staff representatives

**Time Commitment:** 1-2 hours per week, plus 2-hour monthly meeting with the exception of budget season which can extend to 5-6 hours per week

**Special Talents and Skills Preferred:** Financial Management Skills, Business Management Skills,

**Spiritual Gifts:** Administration, Discernment, Helps, Intercession, Leadership, Mercy, Prophecy, Teaching

## Budget & Finance Subcommittee

### Investment Team

**Objective:** The Committee is responsible for investing the Church's endowment and special gift funds in accordance with an Investment Policy approved by Session. The objective for managing the investments is to provide supplemental income to the Church's operating budget while preserving and growing the value of the invested assets without undue risk.

**Responsibilities of the Committee:**

- The Committee employs an outside financial advisor to assist in designing and implementing its investment program. The Church's financial assets are generally allocated between equity and fixed income investments to achieve broad diversification.
- The Committee meets quarterly with its investment advisor to review the Church's asset allocation, investment choices, performance, expenses, and related matters. The Committee reviews the cash needs of the Church and plans cash distributions to the Church's operating budget in accordance with the investment policy and decisions of Session.
- The Committee provides a written report to Session quarterly regarding the Church's investment program and performance. The Committee chairman and its investment advisor meet with Session bi-annually to report in person and answer questions.
- As needed, the Committee provides input on investment related matters to other Church committees, such as paying down the Church's mortgage or policies related to loaning Church funds.

**Number of Committee Members:** 4-6

**Time Commitment:** 3-5 hours per quarter

**Special Talents and Skills:** It is helpful to understand basic investment principles and terminology. A background in finance, investing, or accounting is not required. Committee members should be able to meet in person at least once per quarter during regular business hours.

## Budget & Finance Subcommittee

### **Stewardship**

**Objective:** To lead the effort seeking the necessary resources from the congregation to support the programs, ministries and operation of WPC, benefitting both the congregation and the community at-large. The Stewardship Committee oversees all efforts to maximize the resources available to match the annual budget.

#### **Responsibilities of Committee:**

- Plan and implement the annual stewardship campaign.
- Explore additional stewardship opportunities that exist throughout the calendar year.
- Communicate various giving opportunities to the congregation as appropriate, including gifts of time, treasure, and talent.

**Membership:** The Committee shall consist of a chairperson plus 3 – 4 Committee members. The pastor serves as an ex-officio member.

**Time Commitment:** Stewardship Committee work is only heavy August through November when the actual campaign is planned and implemented. The committee does meet in May to plan details of the fall campaign and it meets in December to discuss the effectiveness of the campaign.

**Special Talents & Skills:** Communication, artistic eye, ability to attend to detail, recruitment.

**Spiritual Gifts:** Administration, Visioning.

## The Session Committees - Buildings & Grounds

**Objective:** Help Wasatch to glorify God through assuring the efficient and cost-effective management of our church building and surrounding grounds

**Responsibilities of the Committee:**

- Convene and lead regular committee meetings
- Interface with Session (May be delegated to an active member)
- Provide annual budget requests to Session
- Manage annual budget
- Interface with staff regarding building maintenance and use
- Coordinate with other committees on building use and care
- Coordinate maintenance & repairs
- Provide guidance and oversight of all repairs of facility
- Coordinate and recruit volunteers
- Identify and manage maintenance, repairs and improvements
- Manage multiple tasks simultaneously
- Work well under pressure, because things always break around holidays
- Communicate with all levels of church members through bulletins, *Bridge Builder* articles and emails
- Negotiating skills are a plus

**Time Commitment:** 6-8 hours per month

**Special Talents and Skills Preferred:** Fix-it skills, negotiation, communication

**Spiritual Gifts:** Administration, Discernment, Helps, Leadership, Teaching, Hospitality



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## The Session Committees- Children's Ministry

**Objective:** You will help Wasatch to glorify God by helping our congregation's children learn about God, faith, and community.

**Responsibilities of the Committee:**

- Plan and coordinate events that enhance spiritual formation within/among our families
- Plan and recruit volunteers for summer programming, including Camp Wasatch
- Plan and coordinate children's activities for major events, such as Advent Festival, Mardi Gras, Palm Sunday, Easter Sunday, and Celebration Sunday
- Teaching Sunday School and/or recruiting teachers
- Provide annual budget requests to Session in conjunction with Director of Children's Ministries
- Convene and lead regular committee meetings
- Interface with Session via Committee Chair

**Number of Committee Members:** 4-6

**Time Commitment:** 4-6 hours per month

**Special Talents and Skills:** Good communication skills, Enthusiasm for teaching God's word, Basic Biblical knowledge, Enjoy working with children

**Spiritual Gifts:** Creativity, Patience, Leadership, Education

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## The Session Committees- Congregational Life

**Objective:** The congregational life committee cultivates fellowship among all generations of church members through all-church events and weekly coffee hours. We are an action-oriented committee, focused on providing the tables, food, decorations, and volunteer coordination that allows for everyone to enjoy fellowship together.

### **Responsibilities of Committee:**

#### **Organize food and support for weekly coffee hour (52/year)**

- Stock the pantry above the microwave with shelf stable extras in the event that someone does not bring food one week (Fellowship Hall Deacon)
- Stock the coffee and creamer for church on Sunday (Fellowship Hall Deacon)
- Coordinate who brings the food for 80-85 people (this has been done by using a [sign up sheet](#) printed out and placed at the table on Sunday)
- Coordinate with monthly committees, and train volunteers who are willing to set up and clean up coffee hour (in February of 2024 we had our session rep announce a need for volunteers at session's meeting- and then send [a follow up email](#) explaining the duties which includes links to a [training video](#) (password: coffee), a volunteer [checklist](#), and a [sign up sheet](#).)

#### **Organize food and volunteer support for special events such as:**

- [Fall Festival](#) in October
- [Advent Festival](#) in December
- [Mardi Gras](#) in February (link is a living document that demonstrates previous years' activities, but can be updated and rethought and rearranged)
- [Family retreat at Camp Tuttle](#) in September (link is a folder of camp tuttle resources throughout the years organized by year)

#### **Volunteer Coordination**

- Coordinate volunteers for coffee hour. Train volunteers for various positions.
- Provide recognition of volunteers as appropriate.

#### **Communication**

- Prepare an annual report (chair)
- Advocate the annual budget. (chair)
- Meet monthly and take meeting minutes
- Promote and publicize activities and events. (make signs & provide info to church office)

#### **Other Chair Responsibilities**

- Coordinate with the Fellowship Hall Deacon
- [Host and plan agenda's for CLC committee](#) meetings (monthly or quarterly)
- Prepare monthly Session report (monthly)
- Coordinate committee member responsibilities and overall function.

**Number of Committee Members:** Currently: 5-7                      Ideally: 8-10

**Time Commitment:** 3-4 hours on average per month

**Special Talents and Skills:** Self Starter, Helpful, Networking, Organization, Planning & Execution.

**Spiritual Gifts:** Fellowship, Welcoming Energy and Helpful Attitude

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## The Session Committees - Congregational Nominating

**Objective:** Nominate deacons, elders (including, when possible, two youth elders for one-year terms), and the 6 at-large members of the nominating committee for the next year's term. In the event of an open permanent pastor position, the committee is responsible for nominating a pastor search committee.

**Committee Makeup and/or Number of Members:** The committee consists of nine representative members, with six members elected at-large from the congregation, two elders, at least one of whom must be currently on session, and a deacon. The at-large members are elected each year at a spring congregational meeting, usually in May. They must be active members of the congregation and are elected for one-year terms, up to a maximum of three consecutive years. The Pastor is an ex-officio member without vote and selects the chair.

**Responsibilities of Chair:** 1) obtaining a New Officer Information Form from new officers for use by the clerk of session, 2) assisting the Pastor in training new Elders and Deacons at the annual spring orientation meeting, 3) annually updating the Officer Handbook, and 4) preparing a report to Session usually in its April meeting of the list of nominees for its approval and recommendation for election at the spring congregational meeting.

**Responsibilities of Committee:** The committee meets beginning shortly after the election to organize and to make nominations as needed to fill unexpired terms. Then, normally beginning in November, it meets to begin its process of nominating deacons, elders (including, when possible, two youth elders for one-year terms), and the 6 at-large members of the nominating committee for the next year's term. In the event of an open permanent pastor position, the committee is responsible for nominating a pastor search committee.

# WASATCH PRESBYTERIAN CHURCH

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## The Session Committees - Session Nominating

### **Objective:**

The committee consists of the chair of the cnc, along with 2 members of the Session voted on by the Session after recommendation by the chair.

It makes annual nominations to Session for clerk, assistant clerk, church treasurer, the corporation president, the Session members of the cnc, a member of the Session administrative committee (who serve staggered 4-year terms), and the Presbytery commissioners(s), including an alternate, all of whom serve for one year terms. The committee must obtain the recommendation of the Pastor before making its nomination for clerk of Session. The Session votes on these nominees at its first Session meeting after the spring congregational meeting (in which new officers are elected).

### Meeting Calendar

A typical sequence of meetings each year, beginning after the spring congregational meeting, is as follows:

- 1) New officer training (deacons and elders, joint Session/Board of Deacons annual meeting, and eventual ordination and installation as determined by the Pastor and the officers).
- 2) Deacons meet and elect a member of the cnc.
- 3) Snc meets to prepare a slate of nominees (which may include elders just elected).
- 4) Session meets and votes on the nominees from the snc.
- 5) Cnc meets shortly after election if needed, and thereafter as described above.
- 6) All those elected at the spring, deacon, and session meetings begin service June 1.

# WASATCH PRESBYTERIAN CHURCH

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## The Session Committees - Membership

**Objective:** To help Wasatch to glorify God through development of membership promotion activities

**Responsibilities of Committee:**

- Inquirer's class manager: establish class quarterly; coordinate with pastors; collect materials; place announcements with Church Office for weekly email, Sunday bulletins. Lead and conduct classes, coordinate follow-up materials and phone calls.
- First time worship attendants manager: write notes to all such attendants, consider follow-ups for no feedback received.
- Welcomes: greet new visitors to worship and chat during coffee hour: invite new members to Sunday school classes, committee meetings, new member classes, inquirers classes as seems appropriate for the content of the conversations
- Develop written materials and displays explaining ministries to new members and inquirers

**Time Commitment:** 4 hours per month + committee meeting

**Special Talents and Skills Preferred:** sociability, friendly greeting and conversation ability, knowledge of ministries activities.

**Spiritual Gifts:** Any of the following: Administration, Artistic expression, Discernment, Helps, Hospitality

## The Session Committees - Mission Ministries

**Objective:** To follow the directives of Matthew 25 by providing for the coordination, communication, and support of existing missions approved by Session. Provide for the beginning discussion of new missions, assessing the health and viability of existing missions using developed criteria, and make decisions to “sunset” missions that are not fulfilling the goals and purposes set forth. It is through these church missions, where WPC members live Christ’s challenge to help the hungry, those who struggle with homelessness, children in foster care, and individuals in jail seeking hope and faith.

### **Responsibilities of the Committee:**

- Communicates with the entire congregation of volunteer opportunities and financial requests
- Provide annual budget requests for various missions to Session, schedule and coordinate giving requests from congregation.
- Provide discussion and agreement on budget expenditures from the separate mission accounts
- Convene regular once a month committee meetings
- A Session member with voting privileges should be on this committee

**Number of Committee Members:** Chair, a member of Session (doesn’t necessarily have to be the chair), six/seven Mission heads (Soup Kitchen, Family Promise, Prison Ministry, Special Offerings, Kids under Care, Crossroads) and any interested members.

### **Time Commitment for each mission:**

**Sandwich Making:** Purchase, Preparation, cutting, mixing and set-up of sandwich supplies- 1 person 5 hours per month; making announcements, coordination and scheduling volunteers and volunteer groups to assist with making sandwiches, 1 person 3 hours per month. Coordinating with office staff to find space at Wasatch. Sandwich making - 20 persons 1.5 hours each month; set-up and clean-up.

**Soup Kitchen:** serving at St. Vincent de Paul’s dining hall – 2 people, 3 hours weekly, 6- persons 3 hours each month. Coordination and scheduling with St. Vincent’s Dining Hall.

**Family Promise:** Coordination with Utah Family Promise and recruiting volunteers to prepare and serve meals quarterly to residents of Family Promise. Five meals, approximately 24 hours total each quarter.

**Coat and Warm Stuff collection:** for those struggling with shelter insecurity, through the cold winter months. Announcements, set up, collection and distribution: 1 hour monthly

**Special Offerings:** Five hours for each offering: One Great Hour, Peace and Global Witness, and Christmas Joy. This time involves organizing and announcing offerings for the Mission Spotlight, distribution of materials provided by national organizations, collecting funds, and coordinating with Presbytery for distribution of funds.

**Kids in Care:** Royal Family Kids Camp – Appeal to congregation for volunteers – 3 hours for announcements for Mission Spotlight and announcements in bulletin and website. Undy Sunday, underwear drive – promotion, coordination, collection, and distribution – 4 hours/year; Giving Tree- promotion, set up of tree, collection and transport of gifts – 2 hours/week for 1 month prior to Christmas. Coordination with staff at Utah Foster Care Foundation, Grandfamilies, and Utah Royal Kids for each campaign.

**Crossroads:** Communication with congregation 1 hour/quarterly; Transport of donated food and items – 3 hours quarterly. Souper Bowl and monthly appeal and collection: 2 hours monthly, Souper Bowl: 2-3 hours annually. Coordination with Youth Leader and Children’s Ministry Leader to assist with volunteer opportunities for children and youth to learn community service and compassionate giving to those in need.

**Special Talents and Skills:** A passion for helping others in need and a commitment to the Matthew 25 precepts. Ability to inspire others to participate alongside. Ability to coordinate with volunteers and partner agencies, organization skills and ability to motivate and communicate needs and services to the congregation.

**Spiritual Gifts:** Willingness to give time and efforts. It takes wisdom, discernment, patience, compassion for others, and a heart for our neighbors and friends who are in need.

## The Session Committees - Personnel

**Objective:** To provide for an orderly, focused and considerate means for Session to build a healthy work environment for employees of Wasatch Presbyterian Church.

**Responsibilities of the Committee:**

- Implement a plan of equal employment opportunities, developed in consultation with the Presbytery and approved by Session.
- Recommend to Session position descriptions for all staff.
- Recognize staff requirements and distinguish potential candidates by involving all stakeholders in the hiring process.
- Review employee applications for staff positions, arrange interviews and make hiring recommendations to session.
- Make recommendations on staff training needs and encourage professional growth and development for all staff.
- Provide for an annual review process for staff to assist in work planning and job satisfaction.
- Annually review and recommend to session compensation packages for all staff.
- Conduct exit interviews when employees leave and review vacated position for changes.

**Number of Committee Members:** 4-8. The Committee shall consist of a chairperson, normally a member of Session, plus at least three additional persons. The Pastor serves as ex-officio member and is typically present at Committee meetings. Committee members, including the Pastor, are informed of agenda items in advance if unable to attend a Committee meeting. Committee members may be removed for cause by a majority vote of the Committee members.

**Time Commitment:** Variable (typically 2-4 hours per month) depending, for example, on whether staff hiring is underway. The Committee typically meets monthly (third Wednesday evening each month) or as necessary on the call of the chairperson or Pastor.

**Special Talents and Skills:** Experience and leadership skills related to hiring, supervising, and managing employees. Effective at problem solving personnel issues with discretion that respects the individuals involved.

**Spiritual Gifts:** Discernment, Honesty, Leadership, Helping and Supporting Others, Confidentiality

## The Session Committees - Preschool

### **Job Description**

#### **Preschool Committee**

**Revised January 21, 2024**

The Session of Wasatch Presbyterian Church has previously authorized the creation and continuation of a preschool as a mission of the church, which is located in the church building. It is considered a vital part of our church's outreach and service to the community. Also known as "Preschool Board, the Preschool Committee is a committee of session, and will operate under the same guidelines as all other committees. It will coordinate its work with other appropriate committees of session, in an effort to bear witness to God's love for all.

### ***MEMBERSHIP AND MEETINGS***

1. The Preschool Committee will consist of five to eight members, who meet regularly, usually four times a year, including a training session.
2. Ideally, the committee will consist of three equal, staggered classes of two members, each elected for three-year terms. Committee members may serve no more than two consecutive three-year terms. In the event of a vacancy, the Preschool Director may appoint a replacement to serve until the next election.

### ***Responsibilities***

1. To provide support to the preschool, consistent with the goals established by session.
2. To support the Preschool Director, who has direct responsibility for day-to-day administration.
3. To report regularly to session, so that session has up-to-date knowledge of the ministries of the preschool.
4. To communicate and coordinate with other committees of session: Personnel, Budget and Finance, Buildings and Grounds, etc.



## The Session Committees - Session Administration

**Objective:** The purpose of the Committee is to serve as a liaison between the staff, congregation and Session.

**Responsibilities of the Committee:**

- Facilitate improved communication on behalf of Session by ensuring that appropriate information is shared.
- As requested by staff or Session, review proposals and/or Session agendas to facilitate informed decision making.
- Make further recommendations to Session on improving its overall effectiveness to carry out its duties.
- Ensure Session, staff and the congregation celebrate successes.
- Provide a sounding board for concerns from the congregation, when necessary.
- Session may delegate tasks or projects to address issues outside of the purview of other committees.

**Committee Membership:** The committee shall consist of 4 members, at least two of whom are or shall have been members of Session. Session members will have served on Session for at least 1 year prior to being elected to the committee.

**Time Commitment:** Approximately 2 hours per month plus special assignments as needed.

Each month, the Session Administration Committee will provide a written committee report to Session similar in format to that required by the Clerk of Session.

## The Session - Worship & Music

**Objective:** To help the congregation glorify God through worship by coordinating efforts to enhance worship and music throughout the church year that encourages worshippers to deepen their spiritual development and experiences.

**Responsibilities of Committee:**

- Sanctuary decorations (Advent, Christmas, Lent, Palm Sunday, Easter, Pentecost)
- Sound system in the sanctuary
- Communion dates presented to Session for approval
- Lectors selected and trained
- Annual thanks/recognition of chancel choir, band, and bell choir
- Poinsettias and lilies in coordination with Deacons
- Annual budget recommendations
- Guest preachers in coordination with pastors
- Plan, attend, and assist with worship services in coordination with pastoral staff
- Attend monthly committee meeting

**Number of Committee Members:** 4-6 members plus the pastor, pastoral associate, music director, and I believe music director as *ad hoc* members.

**Time Commitment:** The committee meets monthly but is most busy in planning and implementing Advent, Lent, and Holy Week. (September – March/April).

**Special Talents & Skills:** Artistic eye, creativity, organizational, communication.

**Spiritual Gifts:** vision, reverence, imagination

## The Session - Youth Ministry

**Objective:** Youth Ministry seeks to provide a community for 7th-12th graders that focuses on fellowship, service, and pastoral support for youth during their middle school and high school years.

**Responsibilities of Committee:**

- Administrative
  - Provide input on registration forms, permission forms, and child safety policy
- Fundraisers
  - Help out with fundraisers, taking an active leadership role
- Summer Trips
  - Assist in planning dates, location, logistics, cost to families, etc
- Service Projects
  - Help coordinate service projects monthly throughout the year

**Number of Committee Members:** 5-7

**Time Commitment:** 4-6 hours per month

**Special Talents and Skills:** Good communication skills, Enthusiasm for teaching God's word, Basic Biblical knowledge, Enjoy working with youth

**Spiritual Gifts:** Creativity, Patience, Leadership, Education

## Board of Deacons

### **RESPONSIBILITIES OF A DEACON**

A Deacon is an ordained officer of the church and as such this position should be taken seriously and be a priority in the life of one who has been nominated and ordained to the position of Deacon. Election to the Board of Deacons is a 3 year term unless an individual is finishing the term of a board member who had to leave their position.

It is important that members with sufficient personal spiritual maturity and experience in the local congregation be elected to such an important position. The Board of Deacons is not a training ground for new members or an introduction to the Christian faith for new Christians. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion and sound judgment should be chose for this ministry.

The board of deacons might be described most generally as “the caring arm of the church.” Although all members are called by Jesus Christ to love their neighbor and give the cup of cold water to the stranger, most congregations need an *organized* ministry of compassion so that those in need are not overlooked.

At many times in the crisis of a member or friend of the church it is often necessary for the deacons to step forward in an organized way to marshal the love and concern of the whole congregations to help members endure pain and tragedy.

Deacons must be vigilant to be prayerfully concerned about the needs of people in the church and take care not to fall into the trap of being so interested in friends and neighbors or the pressing work of the congregation that they ignore those in need who are in worship every Sunday morning.

This primary line of caring defense is the way deacons should understand their role of “compassion, witness, and service, sharing in the redeeming love of Jesus Christ.”

Particularly they should care “for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.’ Individual members of the board may be assigned the responsibility of keeping in touch on a regular basis with an individual with an on-going need. (shut-ins, those living alone) The deacons may offer transportation to Sunday worship or church events for those who cannot drive and organize rides for members requiring visits to the doctor , dentist or hospital treatment. Dinners are often brought to families who have loved ones who are ill or have passed away. Deacons may also assume other duties assigned by the session, including assisting with the Lord’s Supper.

## Online Resources

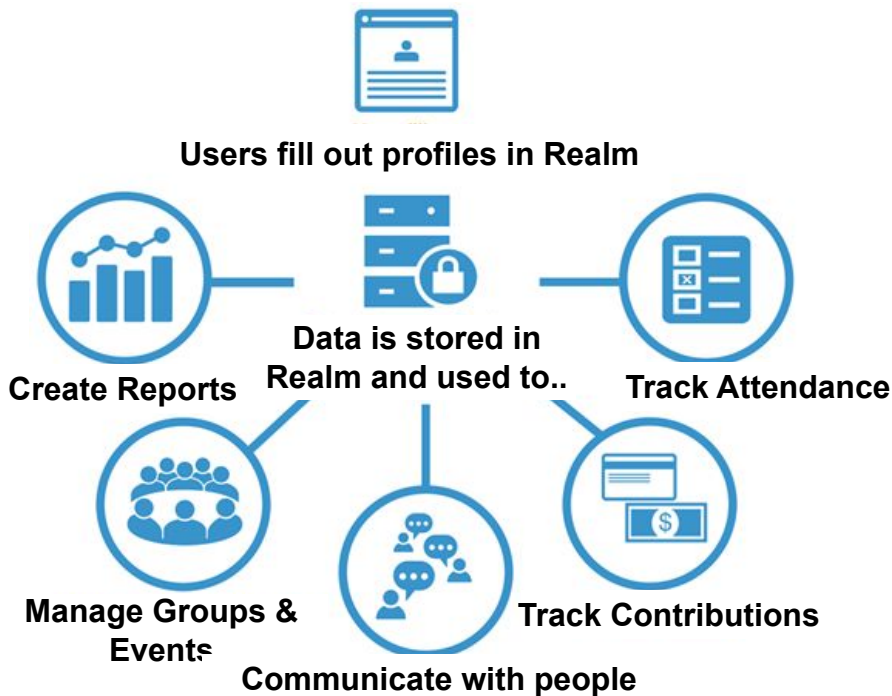
### Website wpcslc.org

- Public Information Center
- Worship & Spiritual Content Destination
- **Officer Resource Page**

### Realm onrealm.org

- Private: Church Family Only
- Requires Invitation
- Church Management Software
- Back Office Processes

### What does Realm do?



### Create a password for Realm

1. Request an invitation from the Office Manager ([craines@wpcslc.org](mailto:craines@wpcslc.org))
2. Click the link in the email & create your own password.  
(Each person has a profile, all you need to do is create a password.)
3. Follow the instructions in your confirmation email.
4. Go to [www.onrealm.org](http://www.onrealm.org), login with your email & password.
5. Verify your profile is accurate, update your info &/or picture.
6. Set your preferences for volunteering & sharing your contact information.
  - a. All information is kept private.
  - b. Other members can only view the information you allow.
  - c. Only members of the WPC community have access to our Realm as an invitation is required.

### TWO WAYS TO ACCESS REALM

- **Web Browser: Go to [www.onrealm.org](http://www.onrealm.org) (best for Administrative functions)**
- **Download the free app (Does not have Administrative Capabilities at this time.)**  
"Connect - Our Church Community" APP is available for Apple and Android devices.  
Go to your app store and search for the app, once downloaded, search for WasatchPresbyterianChurch and enter your login information.

### Learning to Use Realm (available when logged in through a web browser)

- We have a paid feature that provides education about how to use Realm. Click the owl icon in the top right corner to access training videos, webinars, and learning modules. If you are unable to find the information you need, reach out to the Office Manager.
- Click the question mark icon at anytime for a searchable help resource.

*Church Staff, Elders and Group Leaders have a different level of access in Realm.  
These permission levels are updated each year during Officer Training.*

# WASATCH PRESBYTERIAN CHURCH

## Communication, Scheduling & Building Access

### ANNOUNCEMENTS (Due Monday Evening)

- Email to [communications@wpcslc.org](mailto:communications@wpcslc.org)
- Announcements are short (2-3 sentences).

### Email Blast (Sent Wednesday Afternoons)

- Posted on the church website

### Sunday Bulletin (Printed Thursdays)

- Used for events, classes, missions, advertising
- Provide the pertinent information and images to Courtney ([craines@wpcslc.org](mailto:craines@wpcslc.org)) at least a week before you'd like it used in the announcements.

### MARKETING CARDS

### CHURCH WEBSITE ([wpcslc.org](http://wpcslc.org))

- **Public Website:** Forms, General Info, Online Worship, Links to Online Giving

### REALM ([onrealm.org](http://onrealm.org))

- **Private & Secure** Church management software
- Church Directory, Online Giving, Registered Events, Pathways (church processes), Attendance

### REQUEST BUILDING USAGE

- **Any group building usage** requires a request form.
- Submit digital form on the church website or paper copy in the main entrance foyer.

### MEETING SCHEDULES (in person &/or zoom)

- **All meetings** need to be communicated (date & time) with Courtney ([craines@wpcslc.org](mailto:craines@wpcslc.org)) to ensure proper staffing & availability.
- **Hybrid Conference Room Available For Meetings**

## BUILDING HOURS & ACCESS

- The interior doors are locked for preschool safety and to maintain our NAEYC accreditation.
- For security purposes, please use the Main Entrance Foyer (glass doors). Exterior doors are unlocked during regular use hours or when staff are onsite.
- Committee Chairs & Group Leaders have keys and may access the building whenever needed. If the doors are locked, please ring the bell or call Allan McInnis (801-638-0408)

## File Sharing, Printing, Mailboxes & Supplies

### File Sharing

Dropbox (Access to Folders is Shared with Leaders by the Office Manager)

- Provides information continuity between committee chairs
- Keeps church documents / records safe
- Hard copies of certain records are kept at the church and Marriott Library

Do... Save **All Church Files** to the Church Dropbox

Set Dropbox files to SYNC to CLOUD



Do Not... **Delete Church Files**

(Unless you are 100% certain it is not deleting the file for everyone.)

We can recover files for a short period of time after deleting.  
Please contact the church office for assistance.

### Printer & Computer Access

- Reception computer is directly connected to the printer and leaders are encouraged to use it whenever needed.
- Our new printer contract is not based on number of copies however, we have a set limit of toner in our contract per year. This amount was calculated based on previous years (before 2020). If we need to purchase additional toner, it will cost us per toner cartridge.
- **Select Black & White when making copies or printing**

### Committee Mailboxes

- All of the committee mailboxes have been moved downstairs to the workroom. Please check regularly for check request forms, mail, financial reports etc.

### Workroom Supplies

- We are not staffed to regularly check the workroom supplies. If you use the last of something, please send an email or text to the Office Manager.



**Wasatch Presbyterian Church  
Check Request / Reimbursement Form**

**Pay To:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Delivery Method:**

Mail  Pick Up  Place In Box  Other

Date	Purpose – Description	Account No.	Amount Without Tax	Sales Tax 100180
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

<b>Requested By:</b>		<b>Total</b>	\$	\$
		→ → →	A	B
<b>1<sup>st</sup> Signature</b>	<b>Printed Name</b>	<b>Grand Total</b>	\$	
		→ → → → →	A+B=	
<b>2<sup>nd</sup> Signature</b>	<b>Printed Name</b>			

Each request must be properly approved according to the Chart of Accounts & have attached receipts or invoices. Completed forms will be processed in 10 working days.

**Wasatch Presbyterian Church  
Check Request / Reimbursement Form**

**Pay To:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Delivery Method:**

Mail  Pick Up  Place In Box  Other

Date	Purpose – Description	Account No.	Amount Without Tax	Sales Tax 100180
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

<b>Requested By:</b>		<b>Total</b>	\$	\$
		→ → →	A	B
<b>1<sup>st</sup> Signature</b>	<b>Printed Name</b>	<b>Grand Total</b>	\$	
		→ → → → →	A+B=	
<b>2<sup>nd</sup> Signature</b>	<b>Printed Name</b>			

Each request must be properly approved according to the Chart of Accounts & have attached receipts or invoices. Completed forms will be processed in 10 working days.

## WPC Staff Contact List & Info

It's best to call or schedule a time with WPC staff before stopping by. If you are unable to reach a staff member at their extension, please leave a message and they'll be notified via email.

### WPC STAFF CONTACT INFO

NAME	POSITION	EMAIL	801-487-7576 Ext
Adam Gardner	Sound Technician/Videographer	agardner@wpcslc.org	-
Allan McInnis	Facilities Manager	amcinnis@wpcslc.org	206
Andrew Fleishman	Associate Pastor	afleishman@wpcslc.org	103
Bob Sheldon	Interim Head Pastor	bsheldon@wpcslc.org	105
Lisa Vitkus	Director of Bell Choir		-
Misa Anderson	Preschool Director	manderson@wpcslc.org	302
Courtney Raines	Church Business Administrator	craines@wpcslc.org	101
Amber Mortensen	Nursery Caregiver	-	-
Matt Bethune	Children's Ministry Director	mbethune@wpcslc.org	106
Jane Hereim	Teacher - Sudanese Sunday school	janehereim@gmail.com	-
Jerri Crawford	Youth Ministry Director	jcrawford@wpcslc.org	102
Ken Udy	Director of Music/Organist	kudy@wpcslc.org	203
Kian McInnis	Assistant Custodian	kian.mcinnis@gmail.com	-
Todd Wheeler	Worship Band Music Director	twheeler@wpcslc.org	204
<b>Preschool Reception</b>	<b>Fellowship Hall</b>	<b>Church Reception</b>	
301	112	108	

