

PRESBYTERIAN CHURCH
SESSION MANUAL OF ADMINISTRATIVE OPERATIONS

Composition of Session (G-1.0503a; 2.0404)

By Congregational action, the Session is ordinarily composed of the Teaching Elder(s) and _____ Ruling Elders. Ruling Elders are elected to a 2 – 3 year term. Election to a second consecutive term is not allowed OR A Ruling Elder may serve an aggregate of six years before being required to take one year off the Session.

Quorum of the Session (G-3.0203)

The quorum for Stated and Called Meetings of the Session shall be _____% of the active Ruling Elders plus the Moderator. Called meetings to receive new members require a quorum of 2 Ruling Elders and the Moderator.

Stated Meetings of the Session (G-3.0203)

The Stated Meetings of the Session shall be on the _____ at _____ a/pm. The Clerk and Moderator shall develop a proposed Agenda for the meetings which will be distributed _____ before the meeting.

Training and Examination of Ruling Elders (and Deacons) (G-2.0402)

Ordinarily, there shall be ___ classes of training for newly elected Ruling Elders (and Deacons) concerning one's faith journey, the Book of Confessions, and the Book of Order. Following the preparation, the Session shall examine the Ruling Elders (and Deacons) in these three areas. Upon a satisfactorily examination and approval, the Session shall set a date for ordination and/or installation of Ruling Elders (and Deacons).

Sacraments

The Sacraments of the Lord's Supper and Baptism are to be administered in the life of this congregation.

The Lord's Supper (G-3.0201b)

The Lord's Supper shall be administered in accord with the Directory for Worship in the Book of Order on the following occasions:

Public worship on the _____ Sunday of the _____ (Month)

Maundy Thursday

Good Friday

Easter Sunday

Christmas Eve

Other times:

The Lord's Supper may be administered at other times as approved by the Session.

The Extended Table (cf: Directory for Worship, W-3.0414) shall be provided after the Lord's Supper on the _____ Sunday to any person requesting it who is unable to attend public worship.

Baptism (W-3.0403)

The Sacrament of Baptism shall be administered in accord with the Directory for Worship in the Book of Order with approval given by the Session. (The Pastor may schedule baptism for any active church member's child and report to the next Stated Meeting of the Session)

Clerk of Session (G-3.0104)

The Clerk of Session shall be a member of the congregation who is also a Ruling Elder though does not have to be an active Ruling Elder. The term of the Clerk shall be _____ years. The Clerk is elected by the Session.

Mission of the Church

The Mission of the _____ Presbyterian Church is to

Membership in the Congregation (G-1.04)

The Session is responsible for receiving members into the life and ministry of the congregation. Part of the plan for assimilating members into the congregation includes the following requirements:

Finances (G-3.0113; 3.0205)

The Session shall ensure that an annual audit or financial review will be conducted by _____ (month).

Liability and fire insurance coverage shall be maintained by the Session with annual review of the coverage done annually by _____ (month). The Session shall also ensure that the coverage includes the Presbytery as additionally insured.

Church Treasurer (G-3.0205)

The Church Treasurer is elected by the Session for a term of _____ year(s).

Records (G-3.0107, 3.0204)

The Clerk of Session shall ensure that adequate records are kept of all Session and Congregational Meetings. These records shall be reviewed by the Presbytery annually.

The Clerk of Session shall keep the following membership rolls:

1. Baptized Members
2. Active Members
3. Affiliate Members
4. Inactive???
5. Friends???
6. Others???

The Clerk of Session shall also keep the following registers:

1. Baptisms
2. Ruling Elders and Deacons
3. Installed Pastors with dates of service
4. Marriages???
5. Deaths???
6. Any pastor serving the church with dates of service???

Church Policies

The following policies have been approved by the Session for the operation of the Congregation: (suggestions)

Required Policies (G-3.0106)

- Child, Youth, and Adults with Vulnerabilities Protection Policy
- Harassment Policy
- Sexual Misconduct Policy
- Antiracism Policy

Other Policies

- Personnel Policy
- Building Use Policy
- Cemetery Policy
- Endowment Policy
- Financial Policy
- Wedding Policy
- Funeral Policy
- Memorial Fund Policy

Session Information

- Structure
- Committees
- Session Committee definitions