

**PROVIDENCE FORGE 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 twelve (12) Ruling Elders. Ruling Elders are elected to a three-year term. 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 33.3%, (1/3<sup>rd</sup>) or four of the active Ruling Elders plus the Moderator. Called meetings to receive new members require a quorum of four Ruling Elders and the Moderator.

**Stated Meetings of the Session (G-3.0203)**

The Stated Meetings of the Session shall be on the first Wednesday of the month at 7 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 one class of training for newly elected Ruling Elders concerning one's faith journey, the Book of Confessions, and the Book of Order. 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 first Sunday of each month  
Maundy Thursday

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-3.3616e) shall be provided after the Lord's Supper on the first Sunday of the month to any person requesting it who is unable to attend public worship.

### **Baptism**

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)

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### **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 one (1) year. The Clerk is elected by the Session.

### **Mission of the Church**

To further God's Kingdom on Earth, one soul at a time.

### **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:

To be determined

### **Finances (G-3.0113; 3.0205)**

The Session shall ensure that an annual audit or financial review will be conducted by June.

Liability and fire insurance coverage shall be maintained by the Session with annual review of the coverage done annually by June.

### **Church Treasurer (G-3.0205)**

The Church Treasurer is elected by the Session for a term of one (1) year.

### **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

The Clerk of Session shall also keep the following registers:

1. Baptisms
2. Ruling Elders and Deacons
3. Installed Pastors with dates of service

### **Church Policies**

The following policies have been approved by the Session for the operation of the Congregation:  
To be added as needed.