

# SESSION MANUAL OF ADMINISTRATIVE OPERATIONS PROVIDENCE FORGE PRESBYTERIAN CHURCH

This policy is a compilation of tasks that are to be completed by the Session of our church. In most cases the applicable section of the PCUSA Book of Order is shown at the end of the title of each task. Each task does not replace what is written in the Book of Order but does guide our Session, when required.

## **Composition of Session (G-1.0503a; 2.0404)**

By Congregational action, the Session is ordinarily composed of the Teaching Elder(s) and nine (9) 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 Session shall be 33.3%, (1/3) or three (3) 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 Session shall be on the first Sunday of the month immediately following worship service. 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 accordance 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 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 accordance with the Directory for Worship in the Book of Order with approval given by Session. (The Pastor may schedule baptism for any active church member's child and report to the next Stated Meeting of Session or to other individuals with special permission from 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 one (1) year and is elected by Session.

### **Mission of the Church**

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

## **Membership in the Congregation (G-1.04)**

Session is responsible for receiving members into the life and ministry of the congregation.

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

Session shall ensure that a financial review will be conducted annually by June.

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

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

The Church Treasurer is elected by 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 Session for the operation of the Congregation:

To be added as needed.