

Manual of Session Operations



Grace Presbyterian Church

*We are called by the Holy Spirit into a loving relationship with Jesus Christ
glorifying God, growing in faith, serving others, and sharing the good news of Jesus Christ*

**Grace Presbyterian Church
Arlington, Texas**

November 2014

Table of Contents

	Page
Introduction: Purpose and Scope	3
Mission Statement	4
Mission Design Statement	4
Revision Process	5
Meetings	
Quorum	6
Session Packets, Minutes, Briefs	6
Policies	
Policy Inventory	7
Policy Review Process	7
Membership (Receiving)	8
Membership Roll Review	9
The Church Year In Review	11
Ministry and Council Definitions	14
Clerk Responsibilities	22
Pulpit Supply Procedures	24
Annual Congregational Meeting	25

Introduction

Purpose

Define any rules specific to the operations of the session and congregation at GPC, Arlington.

G-3.0106 - Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.

Scope

The scope of this document is limited to:

- Only those policies and decisions specifically assigned to the session
- That are not defined in the Book of Order
- And are not defined in the Grace Bylaws

The order of precedence for rules for administering Grace are:

- Bylaws – first document to review and consider
- Book of Order – second document to review and consider
- Manual of Session Operations – third in order of precedence

Mission Statement

We are called by the Holy Spirit into a loving relationship with Jesus Christ, glorifying God, growing in faith, serving others, and sharing the good news of Jesus Christ.

Mission Design Statement

(Revised November 2004)

GRACE PRESBYTERIAN CHURCH

Arlington, Texas

We are

A church comprised of individuals called together as a single unit of the Body of Christ. Through God's grace, we are born with gifts for ministry and have been given the desire to strengthen the church that we may become, in God's love, nurture and service to others.

A community of growing Christians committed to showing forth the love of God in Jesus Christ through worship, education, nurture and service to others.

Our Setting:

Arlington, within the Fort Worth-Dallas metroplex, is a rapidly growing community characterized by mobility, relocation and new sub-divisions. These characteristics can lead to dislocation from former personal ties or to strong new ones; stress within marriage and family relationships or a new start together; and, an increasing disregard for the needs of others or a heightened awareness of community needs and opportunities in the new setting.

Within the community there is both a huge spiritual need and a community of faith blessed with abundant resources to address this need.

Our Objectives:

To follow Christ

To be a people known by our kindness, compassion, mercy and charity – Grace.

To achieve unity of the body and unity of direction with appreciation for diversity.

To carry the Gospel to those outside our immediate congregation.

To continue growing with focus on the ideals that caused us to come together.

Our Mission:

To pursue these objectives through:

worship of God,

sharing of the Gospel,

promotion of Christian works and the provision for Christian growth,

the encouragement of fellowship and pastoral care.

Revision Process

Revisions to this manual are to be submitted to Session at a stated session meeting.

After a one-month review period, a motion to accept the revision will be entertained by the Session.

Upon majority vote the revision will be accepted.

Meetings

Quorum at Session Meetings

A session meeting – whether called or stated must have a quorum. The following rules define what is considered a quorum for a session meeting

- Set the quorum for all regular session meetings to be a majority of the members of session plus the moderator.
- Set the quorum for session meetings for the purpose of receiving or examining new members to be two or more members of session plus the moderator.

(approved at August 9, 2011 stated meeting of session)

Session Packets, Minutes and Briefs

Session packets, agenda plus supporting documentation, is emailed to members of session prior to the stated session meeting. Members of session that do not have access to email receive a hard copy of the packet prior to the stated session meeting. Session members are also given access to the session packet in Google docs.

Session briefs are published in the weekly Grace Notes after the stated session meeting and 10 copies are placed on the table in the Narthex.

Session minutes are placed in a binder in the church office for congregants to view if they choose.

Policies

Policy Inventory

The following list of policies are available for viewing on the church website and are also on file in the church office:

Policy	Owner
Bylaws	Clerk
Caring Fund Expenditure Policy	Prayer
Child Protection Policy	CPP
Communication Use Policy	Communication
Communications and File Sharing	Communication
Computer Use Policy	Communication
Employee Handbook	Personnel
Facility Use Policy	Administration
Financial Manual:	Administration: Finance
Firearms and Handguns Policy	Administration
Funeral/Memorial Service Policy	Worship, Prayer
General Office Policy	Administration
Library Full Material Selection Policy	Library
Library Fund Policy	Library
Library Gifts Policy	Library
Library Usage Policy	Library
Memorial and Gifts Policy	Administration
Personnel Policy for Hiring Staff	Personnel
Philip Graber Scholarship Fund	Education
Records Retention Policy	Administration: Finance
Salary Employee Vacation/Time Off	Personnel
Session Manual	Clerk
Sexual Misconduct Policy	Clerk
Vehicle Use Policy	Administration
Wedding Policy	Worship

Policy Review Process

All policies should be reviewed annually. It is the responsibility of the owner of the policy to review those policies that are under their purview. It is not required that a policy be modified – only that the owner has reviewed the policy and found it still current. Any amendments are to be approved by the appropriate ministry and then submitted to the clerk of session for session approval per the same procedure as outlined in Revision Process page 5 of this manual.

Membership

Purpose: Define the process for receiving membership.

Process:

- **Profession of Faith**

- *G-1.0303* Entry into Membership Persons may enter into active church membership in the following ways: a. Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;

- Attend a “Come and See” class
- Meet with session for examination and to be received into membership
- Receive at a worship service
- Nametag
- Complete new member information card for office
- Enter in Membership Register

- **Certificate of Transfer**

- *G-1.0303* Entry into Membership Persons may enter into active church membership in the following ways: b. Certificate of transfer, when a person is a member of another Christian church at the time of transfer;

- Letter requesting transfer sent to previous church
- Certificate of Transfer Received
- Received by session, person does not need to meet with session
- Mail Certificate of Reception to previous church
- Receive at a worship service
- Nametag
- Complete new member information card for office
- Enter in Membership Register
- Enter in College of Elders register, if applicable

- **Reaffirmation of Faith**

- *G-1.0303* Entry into Membership Persons may enter into active church membership in the following ways: c. Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith.

- Receive by session, person does not need to meet with session
- Receive at a worship service
- Nametag
- Complete new member information card for office
- Enter in Membership Register

Membership Roll Review

G-3.0204a The session shall delete names from the roll of the congregation upon the member’s death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

Purpose:

- Define the process for reviewing the membership rolls.
- Determine which people should be flagged for inactive/deletion letters
- Determine which people should be contacted in an attempt to bring them back to Grace

Process

Step	Description
1	In February each year, request reports from the church secretary on <ul style="list-style-type: none"> • people who have not attended in last year • people who have attended 1-2 times in last year
2	Review report against current membership rolls <ul style="list-style-type: none"> • Per the 2011 Book of Order, there are only 3 membership statuses – active, baptized, affiliate. There is not an inactive roll anymore.
3	For people who have not visited in the last year <ul style="list-style-type: none"> • If student or recent student, ask parent(s) how to proceed. Should we leave them on the rolls? Should we contact them directly? Should we remove them from the rolls? • If elderly, leave on the rolls. Contact them. • If known to be out of area, follow process • If last known address is local, follow process
4	Send letters to appropriate members <ul style="list-style-type: none"> • Include addressed stamped postcards • Indicate that we will contact them • Indicate that if we do not hear from them, we will remove them from the rolls
5	Where we have phone numbers, follow up with phone calls 1-2 weeks later <ul style="list-style-type: none"> • Offer to visit or to have the Pastor visit

Step	Description
6	Collect and evaluate responses
7	Report results to Clerk, Clerk reviews responses – takes recommendations to session
8	Session approves roll review. Session minutes to reflect roll review per Book of Order
9	Update membership rolls <ul style="list-style-type: none"> • Church software • Membership rolls in book

The Church Year in Review

Month	Comments
January Stated Session Meeting	<ul style="list-style-type: none"> • Elect clerk of session (per Book of Order) • Elect assistant clerk of session • Elect 2 members of session to the Nominating Council (one should carry over from the previous year and will be designated the chair) • Appoint Personnel Council members • Approve CPP Administrator • Approve Ministry Chairpersons • Approve Treasurer; check signers, lock box access, investments access, checking account access, agent/director/officer of nonprofit corporation, any changes to credit card holders. • Approve Annual Statistical Report • Review fundraisers for the year • Review missions and special offerings for the year • Distribute the College of Elders register and request updates • Pass sign-up sheet for devotions at stated session meetings for the year • Finalize plans for the Annual Congregational Meeting (see Annual Congregational Meeting pages 25-26) • Receive report of December Presbytery meeting • After the meeting, clerk enter and submit the Annual Statistical Report
January Ordination & Installation Service	<ul style="list-style-type: none"> • Prepare installation, ordination certificates • Add new elders to Church Records, College of Elders register • Mark outgoing elders as having completed service
February Stated Session Meeting	<ul style="list-style-type: none"> • Receive Clerk’s Annual Questionnaire • Elect 2 commissioners to the March Presbytery meeting • Plan Spring Retreat (a spiritual retreat) • Annual review of church membership rolls • After the meeting, clerk enter and submit the Clerk’s Annual Questionnaire
March Annual Minutes Review	<ul style="list-style-type: none"> • Clerk attends Presbytery annual minutes review meeting, GPC minutes notebook is reviewed and approved. • If event held at Grace, Clerk complete Building Use Form, provide snacks and place signs on the doors.
Session Retreat	<ul style="list-style-type: none"> • Spring Session Retreat (a spiritual retreat)

Month	Comments
March Stated Session Meeting	<ul style="list-style-type: none"> • Annual Review of all Policies, including Child Protection Policy • Appoint members to the Audit Committee • Appoint members to the Budget Committee
April Stated Session Meeting	<ul style="list-style-type: none"> • Receive report from March Presbytery meeting • Encourage Nominating Council to begin looking for a youth elder
May Stated Session Meeting	<ul style="list-style-type: none"> • Elect 2 commissioners to the June Presbytery meeting • How many session members would like a liturgical calendar? Clerk will have church secretary place order.
June Stated Session Meeting	<ul style="list-style-type: none"> • Receive report from the Nominating Council for a youth elder • Set date for called congregational meeting to vote on youth elder, need 2 Sundays to publicize called meeting • Nominating Council should be encouraged to work on the upcoming class of elders (3) and trustee (1) • Determine if a July/August stated session meeting is required • Do we have a list of volunteers to approve for CPP?
June/July Called Congregational Meeting	<ul style="list-style-type: none"> • Clerk set agenda with pastor • Chairperson of Nominating Council present report from council • Election of youth elder • After meeting, clerk order nametag for new youth elder
July Stated Session Meeting	<ul style="list-style-type: none"> • Receive report from June Presbytery meeting • Examination of youth elder nominee, set date of ordination/installation • Session mug for outgoing Youth Elder (term ends 7/31)
August Ordination Installation Service	<ul style="list-style-type: none"> • Prepare installation, ordination certificates • Add new elders to Church Records, College of Elders register • Mark outgoing elders as having completed service
August Stated Session Meeting	<ul style="list-style-type: none"> • Approve stewardship program • Finance should be working on the upcoming budget.

Month	Comments
September Stated Session Meeting	<ul style="list-style-type: none"> • Receive report from the Nominating Council for 3 elders and 1 trustee • Set date for called congregational meeting to vote on 3 elders and corporation meeting to vote on 1 trustee, need 2 Sundays to publicize called meeting • Elect 2 commissioners to the October Presbytery meeting • Approve communion and combined worship dates for upcoming year • Plan Fall Retreat (a planning retreat) • Clerk submits list of GPC's CPP approved volunteers to Grace Presbytery
October Called Congregational Meeting	<ul style="list-style-type: none"> • Clerk set agenda with pastor • Chairperson of Nominating Council present report from council • Election of elders at congregational meeting; election of trustee at corporation meeting • After meeting, clerk order nametags for new elders
October Stated Session Meeting	<ul style="list-style-type: none"> • Annual Advent devotionals, set due date for devotionals, Communications publishes the Advent devotional book. • Clerk, make sure there are mugs on hand for outgoing session members
Fall Retreat	<ul style="list-style-type: none"> • Fall Planning Retreat
November Stated Session Meeting	<ul style="list-style-type: none"> • Receive report of October Presbytery meeting • Elect 2 commissioners to the December Presbytery meeting • Set date for the Annual Congregational Meeting • Approve the upcoming budget. Ask Finance if a called session meeting is necessary to review the budget for session approval.
December Stated Session Meeting	<ul style="list-style-type: none"> • Examination of new elders, set date of ordination/installation • Begin planning the Annual Congregational Meeting (see Annual Congregational Meeting pages 25-26)

Ministry and Council Definitions

Ministry and Council Definition Review

Ministry and council definitions and the organization of session around those ministries and councils should be reviewed annually.

Ministry and Council Chair Approvals

Ministry and council chairs should be approved annually and should be reviewed as ministry and council chairs change and as part of the January stated session meeting.

Ministry and Council Definitions

Administration Ministry: Building and Grounds

Purpose: The Administration Ministry: Building and Grounds is the steward for preservation, maintenance, and improvement of the church building and property. This ministry is also responsible for administrative support of the church office other ministries.

Responsibilities and Activities:

- Provide an attractive, safe, secure, and functional place for worship and community activities.
- Administer the Facility Use Policy.
 - AARP Driving School
 - Boy Scout Troop 421
 - Venture Crew 421
 - Girl Scout Troops
- Oversee the janitorial service.
- Coordinate and schedule maintenance, repair, and improvement of church property.
 - Submit recommendations to Session for capital improvement projects.
 - Mowing Teams
- Conduct all church “cleaning day” as needed.
- Provide administrative support of the church office’s furnishings and equipment and office management.
- Provide administrative support for other ministries’ furnishings and equipment.
- Oversee the Prayer Garden Task Force:
 - Purpose: To oversee the planning, design and construction of the Prayer Garden.

Administration Ministry: Communications

Purpose: Administration Ministry: Communications is responsible for coordinating communications within and outside the church; and for management and maintenance of the computer systems and software at Grace.

Responsibilities and Activities:

- Evaluate, acquire, set-up and maintain the church hardware and software located in offices, sanctuary, room 104 and Library.
- Provide support for staff workstations, church management software – LOGOS, church AV system and wireless system.
- Train those that use the computer systems.
- Network Attached Storage (NAS)
- Maintain policies and procedures for computer use.
- Maintain a standard for communications.
- Administer publications of GPC utilizing the Communications Form to coordinate the advertising of church events and activities to members, visitors, and guests at Grace.
 - Mid-Week Grace Notes, published on-line and copies in the Narthex
 - Bulletin Announcements
 - Worship Service Announcements on big screen
 - Website (www.gpcarlington.org)
 - Facebook Page
 - TV Monitors in the Narthex
- PhoneVite, church calling software
- Publish the Advent devotional book

Administration Ministry: Finance

Purpose: The Administration Ministry: Finance is responsible for monitoring church finances, including cash flow procedures, budget and expenditures, investments, account balances, and general church accounting policies and procedures.

Responsibilities and Activities:

- Prepare and review monthly financial statements prepared by the GPC Financial Clerk and approved by the GPC Treasurer for reporting to the Session.
- Schedule offering counters for Sunday offering.
- Budget Committee: prepare the annual budget for recommendation to the Session.
- Audit Committee: audit financial records annually.
- Inventory assets annually.

Administration Ministry: Stewardship

Purpose: The Administration Ministry: Stewardship encourages and develops procedures for the gathering of resources for use by our church congregation, the larger church body, and the world community.

Responsibilities and Activities:

- Design and implement the annual pledge campaign.
- Communicate the church scope and effectiveness of the church's mission locally and throughout the world.

- Design a yearlong stewardship program.

Education Ministry

Purpose: The Education Ministry is responsible for building a strong foundation of God's love through education and worship, educating members of the church in the Gospel of Jesus Christ and our unique Presbyterian identity, providing an opportunity for spiritual growth and development throughout the year for all age groups of the church.

Responsibilities and Activities:

- Sunday School classes for all ages (children, youth and adults)
- Children's Music Program
- Children's participation in worship services throughout the year
- Mission Projects
 - Children's OGHS coin banks
 - Heifer International
 - Compassion International, monthly support of Rosangela
 - Mitten Tree
 - Youth Missions
 - Adult Missions collected in Sunday School classes
- Confirmation Class
- Weekday Classes, including Lenten Class, Jews for Jesus
- Come and See class for potential new members
- Teacher recruitment, training and scheduling
- Teacher Recognition Sunday
- Ordering curriculum materials
- Nursery (Sunday mornings and special events)
- Guardian Angels recruitment, training and scheduling
- Childcare Staff training and wages
- Recruit and train youth fellowship advisors for junior and senior high youth.
- Vacation Bible School (children and adults)
- Easter Egg Hunt
- Ladybug Release on Pentecost
- Children's Art Show in August
- Children's Christmas Program
- Oversee the Youth Ministry
 - GPYC Youth Group, weekly meetings
 - SHYC
 - 30 Hour Famine
 - Youth Led Worship
 - Mission Trips
 - Church Under the Bridge
 - Camping Trip
 - Caroling Christmas Cards
 - Mission trip to Christmas Store at Mission Arlington
- Tracking attendance at all programs of the Ministry.

- Implementation of the Child Protection Policy.
- Work with Administration on furnishing and equipment in classrooms.

The Youth Ministry reports to the Education Ministry monthly.

Mission and Neighborhood Outreach Ministry

Purpose: The Mission and Neighborhood Outreach Ministry shall share the Good News through serving, nurturing and loving others in our church family, our neighborhood community and throughout the world. The Ministry shall coordinate all church wide mission activities, including children, youth and Women of Grace.

Responsibilities and Activities:

- Coordinates and supports mission activities of the church.
- Initiates and supports activities to encourage social interaction among church members and groups.
- Provides and explores opportunities to extend God's love to the local neighborhood.
- DOT (Do One Thing) – Program to encourage every Grace family member to have “hands on” participation in at least one mission activity per year.
- Participates in mission worldwide through four annual Presbyterian offerings:
 - One Great Hour of Sharing on Palm Sunday
 - Pentecost Offering
 - Peacemaking Offering on World Communion Sunday
 - Christmas Joy Offering
- Meals on Wheels
 - Southwest Distribution Center located and staffed by GPC
 - Kennedale Route delivery
- New Day Ministries – a non-profit organization initiated at Grace, this ministry provides food and other support to at-risk teens in our community.
- Habitat for Humanity
 - Annual Sign the Stud campaign
 - On site work
- Holiday collections for local charities
- School Supply Drive
- Deliver Big Box donations to local charities
- Story Time – an after school program at a local apartment complex
- Social Events (provide food/meals, including set up and clean up)
 - Fellowship – a couple times each year
 - Sunday Coffee Hour
 - Annual Congregational Dinner
 - Easter Brunch
 - Mother's Day, Father's Day, and Pastor Appreciation Receptions
- Women of Grace – including Circles and Yarn Ministries
- Nifty Fifties
- Stock Kitchen supplies
- Welcoming Activities:

- Tracking attendance at worship, visiting and providing information to newcomers to the congregation and arranging for new member welcoming and assimilation.
- Shepherd new members.
- Visitor Reception
- Assist with Church Roll review
- Church Directory
- Provide visitor gifts
- Greeters

Prayer Ministry

Purpose: The Prayer Ministry provides members an opportunity to commit to learning about and being personally involved in prayer as a means to deepen our members' commitment to and involvement in the life of the church and the community. Provide care and compassion ministries to the congregation.

Responsibilities and Activities:

- Provide spiritual, physical and emotional nurture for our congregation and initiate ministries of compassion.
- Cards: thank you, sympathy, get well, thinking of you, birthdays, acknowledging memorial gifts, college and military personnel.
- Local Social Service Agencies: contact information is made available.
- Bulletin Boards: college student information, military personnel information, caring pamphlets on a variety of subjects.
- CDs: sermon CDs and church bulletins are delivered to homebound; a copy of the sermon CD is kept in the church library.
- Visits and calls: are made to shut-ins at their homes or nursing homes or at the hospital.
- Extending the Lord's Table: communion is served to members unable to attend worship services.
- Pastoral Need/Prayer Request Card: are provided in the Friendship Enrollment Pad.
- Prayer Chain: requests and updates sent out via email or phone as initiated in response to requests from the congregation or on the website.
- Food Preparation Teams: provide meals to members at home for illnesses, surgeries and bereavement.
- Rides: are provided for members and non-members, if needed.
- Pastor's Discretionary Fund: the pastor uses this fund to provide emergency financial support.
- Stephen Ministry: provides one-to-one confidential Christian care to people who are experiencing a life challenge or crisis.
- Prayer Vigil: from Maundy Thursday service and Good Friday service.
- Prayer Ministry Funeral Liaison: works with the Spiritual Enrichment: Worship Funeral Coordinator. The Prayer Ministry Funeral Liaison plans the reception meal. Note: Spiritual Enrichment: Worship coordinates funeral service.
- Intercessory prayer teams: build and train intercessory prayer teams and leaders.

Spiritual Enrichment Ministry: Worship

Purpose: The Spiritual Enrichment Ministry: Worship shall nurture and guide the gathered community of faith in the worship of Almighty God by providing meaningful and challenging worship experiences to stimulate and engage all God's People.

Responsibilities and Activities:

- Develop worship services and materials to provide education in the meaning, purpose, and practice of corporate worship as the body of Christ taking visible form.
- In cooperation with the Pastor, plan and oversee worship services.
- Liturgist
- Ushers
- Banners/Antependium
- Sacraments
 - Communion (bread bakers and cleanup)
 - Baptism
- Special services
 - Weddings
 - Funerals/Memorials
 - Ash Wednesday
 - Maundy Thursday
 - Good Friday
 - Easter
 - Christmas Eve
- Bulletin covers
- Flowers each Sunday, palms for Palm Sunday, Easter lilies, poinsettias for Advent
- Working with Administration: Building and Grounds - furnishing, equipment and set-up of Sanctuary.
- Assist the Minister and Clerk of Session with Pulpit Supply
- Children's Worship Kits
- Music: Choir, Praise Team
- Hanging and Unhanging of the Greens
- Combined Worship Services
- Utilize Worship Taskforce Subcommittees as necessary to plan and implement special services or elements of services.

Spiritual Enrichment Ministry: Library

Purpose: The Spiritual Enrichment Ministry: Library shall nurture the spiritual life of children, youth and adults by maintaining a library that fosters spiritual enrichment as a primary focus. Library materials are provided to glorify God; to aid in worship of and service to Him; and to support the church curriculum and its congregation

Responsibilities and Activities:

- Purchase resources for the Library, especially resources not available in public libraries like Christian and Presbyterian magazines, books and audiovisual materials.
- Inform the congregation of resources in the Library, especially new resources:

- Quarterly Narthex displays.
- Bulletin boards/displays outside Library.
- Online card catalog accessed through gpcarlington.org utilizing ResourceMate
- Work with Pastor, Sunday school teachers and others to provide materials to support sermons, Sunday school and other programs.
- Host Open Houses
- Provide bookmarks and magazines in Narthex.
- Purchase books for memorials, includes a bookplate to designate the honoree.
- Accept monetary donations to the Library Fund, including a yearly Special Offering.
- Make available CD's of each Sunday's sermon for check out.
- Hymnal repair
- Annual scrapbook showcasing GPC activities.

Personnel Council

Purpose: The Personnel Council ensures the staffing needs at Grace Presbyterian Church are met in accordance with the goals and objectives set out by the Session. The Personnel Council establishes and maintains personnel policies and procedures that reflect fair guidance for all staff and supports the Head-of-Staff wherever any personnel issues surface.

Responsibilities and Activities:

- Hiring of staff
- Establishing and maintaining personnel policies and operation manual.
- Ensuring staff is aware of church policies and procedures
- Performing evaluation of the pastoral minister
- Evaluating the church staff through the Pastor
- Recommending salaries and benefits to the Session and Congregation
- Supporting and overseeing professional development of staff
- Mediation of conflicts regarding staff
- Supporting Pastor Nominating Ministry and other Ministries as they seek and hire candidates for staff positions.
- Supporting staff as they leave their GPC positions with an exit interview and recommendation letters as appropriate.

Nominating Council

Purpose: The Nominating Council serves the Session and Congregation to prayerfully consider the nomination of members of the congregation to ruling elders, trustees and youth elder.

Members: Members of the Nominating Council are selected according to the Bylaws of Grace Presbyterian Church section 2.6.4.

Responsibilities and Activities:

- Solicit nominations from the congregation for all open positions.
- Prayerfully consider all members of the congregation as possible candidates for all open positions.
- Submit reports to Session on meetings.
- Submit report to Session of all nominations for open positions.

- Session sets the date of the Congregational and Corporation meetings. Nominating Council will present a report of the candidate for consideration of the open positions.
- Provide biographies of candidates for the bulletin announcements prior to the Congregational and Corporation meetings.
- Support the candidate through the nominating and election process.

Nominating Council is to follow the Bylaws of Grace Presbyterian Church section 2.6 as it pertains to the nomination of candidate for open positions of ruling elders, trustees and youth elder.

Clerk Responsibilities

Clerk

The Clerk of Session is the primary lay officer in the church and works closely with the Pastor involving the organization and effective functioning of the church. The Clerk is responsible for the maintenance of the official records of the church, including clear and concise minutes of all Session and Congregational meetings, the Church Register, policies and procedures, and the annual reports to higher governing bodies.

G-3.0103 Officers The clerk of session shall be a ruling elder elected by the session for such a term as it may determine. It has been the practice of Grace Presbyterian Church that the clerk of session be a ruling elder serving on session.

Clerk of Session Responsibilities		
Book of Order Reference	As defined in the Book of Order	As executed at Grace
<i>G-1.0505</i>	<i>Secretary and Minutes</i> The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting.	<ul style="list-style-type: none"> • Congregational meetings <ul style="list-style-type: none"> ○ Work with pastor & session on agenda for congregational meetings ○ Prepare minutes from congregational and corporation meetings ○ Consolidate/coordinate materials for annual meeting of the congregation
<i>G-3.0104 Officers</i>	Each council shall elect a clerk who shall record the transactions of the council,	<ul style="list-style-type: none"> • Session meetings <ul style="list-style-type: none"> ○ Work with pastor on both agenda for stated and called meetings ○ Prepare minutes and session briefs from session meetings
<i>G-3.0104 Officers</i>	...keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service,	<ul style="list-style-type: none"> • Oversee membership roll review <ul style="list-style-type: none"> ○ Work with Mission and Neighborhood Outreach on process ○ Update membership rolls per responses • Maintain College of Elders register
<i>G-3.0104 Officers</i>	...preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church.	<ul style="list-style-type: none"> • Maintain church records (births, deaths, members, officers, etc.) • Prepare for and attend Presbytery annual minutes review meeting • Prepare annual surveys <ul style="list-style-type: none"> ○ Annual Statistical Review ○ Clerk’s Annual Questionnaire ○ Session review/approval

Clerk of Session Responsibilities		
Book of Order Reference	As defined in the Book of Order	As executed at Grace
		<ul style="list-style-type: none"> • Correspondence <ul style="list-style-type: none"> ○ Inform session of correspondence ○ Thank you letters for gifts ○ Letters recognizing commendations ○ Letters to churches regarding membership transfers
		<ul style="list-style-type: none"> • Make sure we have Book of Order and Book of Confessions for each elder-elect. • Assist pastor as requested with training of the elders-elect.
		<ul style="list-style-type: none"> • Instruct Trustees of actions requested by session • Receive and report status from trustees on requested actions
		<ul style="list-style-type: none"> • Register Presbytery Commissioners
		<ul style="list-style-type: none"> • Ensure church policies and bylaws are reviewed on an annual basis

Pulpit Supply Procedures

Installed Pastor

1. Makes the initial contact with the supply pastor.
 - a. Date supply needed
 - b. 2 worship services – 8:15 contemporary and 11:00 traditional
We ask that the supply pastor:
 - i. read the Gospel lesson
 - ii. preach the sermon
 - iii. prepare a children’s sermon for 3-6 children. If the supply pastor does not wish to do the Children’s Time at both services, we will have a member of Grace do this (see Worship Ministry Chair below).
 - c. There will be an Elder-in-Charge for each service to guide the supply pastor through the details of both services and to help handle any elements of the service the supply pastor would prefer to be done by the Elder-in-Charge.
 - d. Request personal information about the supply pastor to be printed in the bulletin and for the Elder-in-Charge to use to introduce the supply pastor.
2. Works with the supply pastor on sermon title, scriptures and music for both worship services.
3. Coordinate music needs with the Music Director and Praise Team Leader.

Clerk

1. Obtain check request – include \$125 for 1 service and \$200 for 2 services plus mileage @\$0.56 (per Grace Presbytery policy.) Use the supply pastor’s home address and Google maps to determine how many miles the pastor lives from the church...mileage for round trip.
2. Make sure the check is NOT mailed to the supply pastor but IS placed in the Clerk’s box at church to hand deliver to the supply pastor.
3. Be at church to hand deliver the check to the supply pastor before the first worship service begins at 8:15am.
4. Give check to supply pastor before the first worship service.

Worship Ministry Chair

1. Arranges for an Elder-in-Charge to assist the supply pastor at each service.
2. The Elder-in-Charge introduces the supply pastor.
3. If the supply pastor does not want to do the Children’s Time, arranges for a person to do this at both services.
4. After the supply pastor has filled the pulpit, Worship Ministry will evaluate the supply pastor and make recommendations.

Administrative Assistant

1. Works with installed pastor and the supply pastor to prepare the bulletin and visual aids for both worship services.
2. Sends information including bulletin and worship leader notes to supply pastor, Elder-in-Charge and any others that need the info.

Financial Clerk

1. Cuts the check for the supply pastor, obtains signatures on check and leaves the check in the Clerk’s box. The Clerk will hand deliver the check.

Annual Congregational Meeting

Preparation for the meeting is a joint effort of all Session members.

Session sets/approves the date/time of the meeting.

Clerk of Session

1. Complete a building use form for the date/time/sanctuary/kitchen for the meeting.
2. Utilize the Communications Form to publicize the meeting.
3. Write the agenda with the minister.
4. Provide Administration: Communications the following items for the power point presentation:
 - a. a copy of the agenda
 - b. a list of session members and their assigned ministries for the year
 - c. names of outgoing session members
5. Compile the packet for the meeting:
 - a. Agenda
 - b. Terms of call
 - c. Clerk's report
 - d. All Annual reports for all Ministries, Councils and Organizations
 - e. Any other documents that will be discussed at the meeting, such as Bylaws amendments.
 - f. The previous year's financial results and this year's budget are part of the packet but Administration: Finance will make those copies themselves.
6. Copy the agenda and all the reports/documents. 75 copies of packet.
7. Place 25 copies on the Narthex table for Sunday morning of the annual meeting date. Keep the other 50 copies for the annual meeting.
8. Make sure there are mugs for the outgoing session members to present to them at the meeting. The minister will present them at the meeting.

All Ministries, Councils and Organizations (such as Scouts and WOG)

1. Prepare an annual report of the ministries, councils and organizations activities for the year. Include the names of all members and when meetings occurred.
2. Submit the report to the clerk of session for the information packet.

Personnel Council

1. Provide the Terms of Call to the clerk of session for the information packet.
2. Provide the Terms of Call to Administration: Communication for the power point presentation.
3. Present the Terms of Call at the meeting and lead the vote for approval.

Administration: Finance

1. Prepare and copy the previous year's financial report. (75 copies) Give a copy on white paper to the clerk of session for the official minutes notebook.
2. Prepare and copy this year's budget report. (75 copies) Give a copy on white paper to the clerk of session for the official minutes notebook.
3. Place 25 copies on the Narthex table for Sunday morning of the annual meeting date. Keep the other 50 copies for the annual meeting.
4. Provide information to Administration: Communications for the power point presentation.
5. Present the previous year's financial report and this year's budget report at the meeting. Answer any questions.

Administration: Communications

1. Prepare the power point presentation.
2. Provide the person running the computer for the meeting the power point presentation on a flash drive prior to the meeting. Include a copy of the agenda with each slide numbered beside the agenda item.

Nominating Council

1. At the meeting, the elder serving as chair of the Nominating Council will request nominations for the 3 members of the congregation to serve on the Nominating Council.
2. Call for a motion to accept those members of the congregation to the Nominating Council.

After the meeting:

Clerk of Session

1. Type the minutes and prepare them for the February Session meeting for approval.
2. Prepare The Board of Pensions Change of Salary report, signed by clerk and pastor; submit the original report to The Board of Pensions. Keep 3 copies for: clerks' files, Personnel Council (minister's personnel file), and Financial Clerk.
3. Prepare the Pastor's Terms of Call report, signed by clerk and pastor; submit the original form to Grace Presbytery. Keep 3 copies for: clerks' files, Personnel Council (minister's personnel file), and Financial Clerk.
4. File all required documents in the Minutes Notebook.