

## Session Guide of Responsibilities

Meeting Suggested	Action at Meeting	Notes/Information	Prepare and/or follow up responsibility	Notes
<b>Every Meeting</b>	Open with prayer, declare quorum, adopt agenda	Moderator must be present (or special arrangements made per Book of Order) for Session to be in session	Moderator and Clerk	See Clerk's Handbook for guide for agenda.
	Review Minutes of last meeting(s) not yet reviewed/approved	of Session ( and Congregational meetings as needed.)		
	Receive/review treasurer reports	These reports are reviewed and filed for audit.	Treasurer	
	Receive pastor/moderator's report	Include whether there were baptisms, weddings, funerals, when communion was served, etc.	Pastor prepares; clerk records in minutes	See Clerk's Handbook for information needed in minutes and register .
	Receive Committee reports		Clerk records information/actions	
	As appropriate, authorize baptisms and weddings, act on reception of members	All baptisms and events in the church require Session authorization.	Pastor/Clerk	See Clerk's Handbook for information needed in minutes and register .
	Act on old and new business, set next meeting, close with prayer		Clerk prepares minutes -- includes time of opening and closing.	Minutes should be written and given to Session members for review as soon as possible.
<b>Sessions that meet quarterly</b>	If the session meets quarterly it must authorize persons or groups to act between meetings for some matters. For other matters special meetings may be called.			
<b>January</b>	Elect Commissioner to Presbytery for the year	per Book of Order	Clerk	Send name to POSD so materials can be sent
<b>(annual actions)</b>	Elect Clerk of Session	per Book of Order	Clerk	Send name to POSD so materials can be sent
	Elect Church Treasurer	per Book of Order	Clerk	Send name to POSD so materials can be sent
	Designate two people to count church offerings	per Book of Order requirements	Treasurer	
	Review authorization for access to safety deposit box	provide for at least two people	Treasurer follow up	Update signature cards at the bank
	Review authorizations for signing checks	provide for at least two people	Treasurer follow up	Update signature cards at bank

	Authorize times for Celebration of Lord's Supper	to be held at least quarterly	Pastor	Pastor's report to Session to includes information when communion has been served
	Authorize which special offerings will be received during the year	One Great Hour of Sharing, Pentecost, Peacemaking, Christmas Joy ???	Pastor/Treasurer	Materials come from GA -- listed in planning calendar
	Check corporation status	Renew. Name officers	Clerk; Treasurer	Update at Sec. of State's office
<b>January, continued</b>	If offering envelopes are used, authorize ordering in February for next year	Hubbard Press most economical source	Treasurer	Much less expensive at this time
	Review/ approve Annual Statistical Report to POSD/General Assembly	Include in minutes a statement of approval and portion of report	Clerk prepares reports; submits	POSD provides packet. <u>Be aware of due dates.</u> See clerk handbook
	Review representation of session	Include in minutes the composition of session	Clerk	See clerk handbook/ checklist
	Arrange for review of church by-laws	(May be part of Manual of Operations)	Persons designated	Will require session then congregation action if revisions are needed
	Review, update church's Manual of Operations	Manual required in Book of Order G-3.01		
	Arrange for audit of financial records of church and all organizations		Treasurer	Auditors should report completion -- should be reported in minutes.
	Designate times / persons to review minutes of the church organizations	Deacons, PW, Youth Group, etc.	Persons designated	This does not include session minutes -- which are reviewed annually by Presbytery
	Designate session member to be moderator of Congregation Nominating Committee	per Book of Order requirements		Clerk may provide Nominating Committee with information
<b>January, continued</b>	Designate moderators/leaders of program areas or committees			Report names, addresses to POSD
	Designate month to meet with Deacons	Confer about Deacons' responsibilities/programs	Pastor, Clerk make contact w/Deacons	
	Designate Elders of the Month -- review responsibilities		All Session members	
	Prepare reports for congregation's annual meeting		Pastor, Clerk, Treasurer	

	Note dates for Ash Wed. and Easter	Plan ahead for special events during Lent/Easter -- including One Great Hour of Sharing	Pastor, Clerk entire session	See Planning Calendar and GA packet
	Set dates for newly elected officer training and ordination/installation		Pastor , clerk, treasurer	Report training -- to be noted in session minutes
<b>January or February</b>	Recognize officers who have completed terms of service.		Pastor and clerk	
<b>March or April</b>	Submit Session minutes and Church Register for Review by Presbytery	per Book of Order requirements -- by POSD Administrative Review Committee	Clerk	Arrangements will be made by POSD representative
<b>March</b>	Receive report about February meeting of Presbytery		Commissioner and Pastor	
	Begin planning and publicity about summer camps, programs		Pastor and Christian Ed. leaders	
	Authorize ordering Planning Calendars		Person designated	Order through POSD. Pick up at June POSD meeting
	Begin planning for Pentecost	including Pentecost offering publicity	Persons designated	Use packet from GA
<b>April</b>	Receive report about review of church records	Note completion of review in minutes	Clerk	
<b>May-June</b>	Planning for time when pastor is on vacation	Sunday worship leadership, funerals, communion dates	Session	
	Planning for June meeting of Presbytery		Pastor, Commissioner	
	Completing plans for special summer events		Session	
<b>July-August</b>	Contract for fuel for the heating season		Session / person designated	
	Receive report of POSD June meeting		Pastor, Commissioner	
	Plan for fall events			
	Plan for World Communion Sunday and Peacemaking offering		Persons designated	Information from GA
<b>September</b>	Fall programs begin	Review leadership availability; special events		
	Nominating committee to report progress on officer nominations for next year		Clerk to provide information on member eligibility	

<b>October</b>	Annual Review of effectiveness of pastor and congregation	per Book of Order requirements. Good time to look at vision for future of congregation		requires review of compensation of pastor
<b>October, continued</b>	Begin budget planning for next year		Designate session members	Budget is session responsibility
	Determine Mission Pledge for next year	POSD will provide form	Treas. provide information	Congregation votes only on pastor compensation
	Plan for Advent/Christmas			
	October meeting of Presbytery		Pastor, commissioner	
	Begin review of rolls; take action to bring up to date	Remember: notification of members needed if dropped		Not required to keep a roll of inactive members
<b>November</b>	Complete bringing roll up to date			
	Complete plans for Christmas Joy Offering			
	Budget committee bring proposal for next year for review/adoption by Session.	If there are yoked churches. Set joint meeting for conference on budget; review of yoked agreement.	Persons designated	
<b>December</b>	Review special needs in the congregation and community			
	Receive report from nominating committee	Need not include names, but assurance that nominees have been obtained for all vacancies.	Committee moderator	
	Affirm date of annual meeting of congregation and any special arrangements for meeting day		Announce from pulpit; provide notices for entire membership	Notice of meeting should include officer vacancies to fill
	Draft reports for congregation's annual meeting			
	Act on any end of the year business matters pending.			