

MANUAL: INTRODUCTION

M-1.0000

PURPOSE

The Manual of Second Presbyterian Church, Staunton, Virginia, adopted by the Session, defines the policies and procedures of the Church. These are adopted to provide for the orderly operation of the mission of the Church.

M-1.0100

M-1.0101
Purpose
of Manual

The Manual consists of the following sections:

- Main Manual (M): Duties and responsibilities of the Session and related committees,.
- Personnel (P): Personnel policies and position descriptions.
- Standing Policies (S): policies adopted by the Session
- Appendices (A): additional papers

M-1.0102

Sections
of Manual

MISSION STATEMENT

The overall mission of Second Presbyterian Church is to worship and serve God as he is revealed in our Lord Jesus Christ.

M-1.0200

M-1.0201
Mission
Statement

BOOK OF ORDER

This Manual of Operations exists under the authority of the Constitution of The Presbyterian Church (U.S.A.). References to the *Book of Order* follow that document's indexing system. The letters in the prefix of references stand for the following:

- F: Foundations of Presbyterian Polity
- G: Form of Government
- W: Directory for Worship
- D: Rules of Discipline

M-1.0300

M-1.0301
*Book of
Order*
Index
System

DEFINITIONS

The following definitions describe the terminology used within this Manual:

M-1.0400

M-1.0401
Definitions

Policies are principles adopted by the Session to chart a course of action and to define the limits within which judgment and discretion shall be exercised. Essentially, policies are a guide to the what, the why, and the how much of desired operation. Policies are not fixed or final, but always subject to evaluation and improvement, so that the best policies are the result of a continuous process of growth and maturing.

M-1.0402

Policies

Rules and Regulations, as distinguished from policies, are detailed directions necessary to put policies into effect. Essentially, rules and regulations provide a blueprint as to the how, the who, the when, and the where of actual practices.

M-1.0403

Rules and
Regulations

Procedures are working rules for the Session as regards its organization, meetings, parliamentary practice, order of business, minutes.

M-1.0404

Procedures

Duties and Responsibilities of each person and/or group are specifics originating from policy. They also tell how, who, when, what, and where.

M-1.0405

Duties and
Responsibilities

AMENDMENTS

This manual may be amended at a stated meeting of the Session by a two-thirds vote of its members. [Note: Two-thirds of the total voting membership of the Session, not those present and voting.] Copies of the proposed amendments shall be provided to the Session at least 24 hours prior to the meeting in which the amendment will be considered.

M-1.0500

M-1.0501
Amendments

THE SESSION

M-2.0000

MEETINGS

M-2.0100

The Session shall hold stated meetings on the last Wednesday of each month, except for July, when the Session ordinarily will not meet. Meetings shall begin at 7:00 P.M. The Session may change the date and time of the meeting by majority vote.

M-2.0101
Stated
Meetings

Special meetings of the Session shall be called by the Moderator when deemed necessary or requested in writing by any two members of the session. Special meetings may be convened on no less than five (5) days notice, with notice given by email, text message, or telephone.

M-2.0102
Special
Meetings

A quorum for meetings of the Session shall be one-third of the Ruling Elders, plus the pastor, except for special meetings for the reception and dismissing of members, when the quorum shall be the moderator and two members of Session.

M-2.0103
Quorum

The most recent edition of *Roberts Rules Of Order, Newly Revised*, shall govern the Session in its deliberations. [See *Book of Order*, G-3.0105.]

M-2.0103
Parliamentary
Authority

The docket for meetings of Session shall be made by the Pastor, in consultation with the Clerk of Session. Any Session member may submit items for the monthly docket.

M-2.0104
Preparation
of Docket

COMPOSITION

M-2.0200

The Session shall consist of 12 Ruling Elders, plus the Pastor, who shall serve as Moderator. Members of the Session shall be elected in October, in equal classes of four three year terms. [For rules governing the election of Ruling Elders, see *Bylaws*, B-1.0300.]

M-2.0201
Membership

SESSION RECORDS

M-2.0300

Minutes of the proceedings of the Session shall be prepared by the Clerk of the Session and placed in member's slots outside the Church Office by the Sunday immediately before the next stated meeting.

M-2.0301
Minutes

The minutes of the preceding meetings shall be approved by the Session as one of the first acts of the stated meeting.

M-2.0302
Minutes:
Approval

The official minutes, membership rolls, and registers shall be bound in the books approved for such use by the Presbyterian Church. These records of the Session shall be kept in the Church Office.

M-2.0303
Preservation
of Records

POWERS AND RESPONSIBILITIES

M-2.0400

The powers and responsibilities of the Session are described in the *Book of Order*, G-3.02. The Session is responsible for the mission and government of the church, except such matters as may, by the *Book of Order*, be specifically accorded to the pastor, to the congregation, or to a higher governing body.

M-2.0401
Powers and
Responsibilities

USE OF BUILDINGS

M-2.0500

In conformity with the *Book of Order*, the Session shall determine the use of the buildings of Second Presbyterian Church. The facilities shall be available for church and community use, according to the policy adopted by the Session. [See S-1.0000]

M-2.0501
Use of
Buildings

SESSION COMMITTEES

M-3.0000

The following program committees shall be standing committees of Session: Christian Education, Membership and Outreach, Mission, Property, Stewardship and Finance, and Worship and Music.

M-3.0101
Program
Committees

Each Ruling Elder shall serve on a standing committee of Session. Ordinarily, there shall be one Ruling Elder from each class year on each committee. One Ruling Elder shall ordinarily serve as chairperson of the committee (usually, the third-year Ruling Elder), with one of the other Ruling Elders serving as vice chairperson. Ruling Elders not currently serving on the Session may also serve as committee chairpersons, when needed.

M-3.0102
Service on
Committees;
Chairpersons

Session committees shall also seek additional members from among the congregation. A good target would be to have one member of the congregation for each elder on the committee, but committees are not limited in the number of additional members they can recruit.

M-3.0103
Congregational
Members on
Committees

The Pastor shall be an *ex officio* member of all Session committees, but it is not expected that the pastor will always be in attendance when committees meet.

M-3.0104
Pastor
ex officio

The Session shall maintain a Personnel Committee. The Committee shall be formed and shall function as described elsewhere in this manual. (See M-3.0800)

M-3.0105
Personnel
Committee

When special concerns arise, every effort should be made to respond through the existing structure of the Session. When this action is not feasible, special committees may be formed by Session action. The action should specify the following: membership and officers of the committee, term of existence, specific responsibilities, source of funding, if needed, and reporting date.

M-3.0106
Special
Committees

Christian Education Committee

The Christian Education Committee is a committee of the Session responsible for coordinating and unifying the education programs and activities of the church into an integrated and effective ministry. The Committee shall provide a wide variety of Christ-centered learning experiences which explore the Christian faith, the Presbyterian denomination, and related issues of past and contemporary Christianity. These programs shall strive to teach the Word of God, strengthen faith, and help nurture the congregation in their daily witness. The Christian Education Consultant shall serve as an *ex officio* member of the committee.

M-3.0200
M-3.0201
Purpose

A. Sunday School Program. Together with the Christian Education Consultant, the Committee shall be responsible for overseeing the Sunday School program, including but not limited to the following:

M-3.0202
Responsibilities
M-3.0202a
Sunday School

1. To recruit and train teachers for the various Sunday School programs, and to recognize their service towards the close of each program year. (All teachers must be recommended to the Session for confirmation.)
2. To approve curriculum for use in the Sunday School program.
3. To provide for the supervision of the nursery during Sunday School and worship hours (in cooperation with the Worship and Music Committee).
4. To schedule and coordinate special programs within the Sunday School, such as Rally Day, mission and stewardship emphases,
5. To establish and regularly review learning goals and objectives for each Sunday School class.

B. Other Church Educational Programs.

M-3.0202b
Other Educational
Programs

1. To provide programs of special interest for the congregation, such as Vacation Bible School, Church Night programs, etc.
2. To promote educational opportunities beyond the local church, such as Church camping programs, retreats, etc.
3. To initiate study opportunities in response to congregational or community issues/needs as may arise from time to time.
4. To provide appropriate recognition for students within the Church, including but not limited to the following:
 - a. Bibles for children at the start of third grade.
 - b. Recognition of high school and college seniors.

C. Administrative Tasks.

1. To recommend an annual Christian Education budget to the Session, through the Stewardship and Finance Committee.
2. To approve expenditures within the Committee's budget, including obtaining a license for showing videos in the church, and obtaining and maintaining audio-visual equipment for the church.
3. To oversee the work of the Christian Education Consultant, reporting information to the Personnel Committee as requested.
4. To publicize and interpret the Christian Education program of the church through Minutes for Mission, church web site, and announcements in the church bulletin and through the local media.

M-3.0202c
Administrative
Tasks

Membership and Outreach Committee

The Membership and Outreach Committee is a committee of the Session responsible for membership concerns, coordinating fellowship opportunities, encouraging the congregation's outreach, and providing for congregational communication.

M-3.0300
M-3.0301
Definition
and Purpose

In addition to the responsibility to develop and oversee the Committee's annual budget area, MOC shall have the following duties and responsibilities:

M-3.0302
Responsibilities
M-3.0302a
Membership
Rolls

- A. To oversee the membership rolls of the church, including:
 1. Performing an annual audit of the four membership rolls of the church (active, inactive, baptized, and affiliate members). This shall be done by the outgoing chair of the committee within the first 10 days of January.
 2. Publishing an accurate list of members, including addresses and phone numbers. The committee chair will work with the Church Secretary to produce this list after the annual membership audit. This list shall be attached to the copy of the Annual Reports to the Congregation kept on file in the Church Office.
 3. Organizing a visitation program by Session members by assigning each Ruling Elder a "care list" of congregation members.
- B. To lead the congregation's outreach in attracting new members by:
 1. Encouraging the congregation to be aware of and welcome visitors, especially by a "friendship registration" ritual during worship services to both identify visitors and introduce them to members of the congregation.
 2. Maintaining a Church Visitors Committee to visit worship visitors, upon their initial visit and then as needed.
 3. Overseeing the assimilation of new members into the life of the congregation, such as through a Fellowship Friends program.
 4. Regularly updating brochures and other materials which introduce visitors to the church.
 5. Using local media for outreach, when appropriate.
- C. To provide for regular fellowship opportunities for the congregation by:
 1. Encouraging Session Committees to sponsor monthly Church Night programs. (MOC is responsible for coordination of a schedule, not for setup and cleanup responsibilities.)
 2. Sponsoring Sunday fellowship times on the patio during warmer months, or in Fellowship Hall at other times.
 3. Planning congregation-wide fellowship meals, such as the Palm Sunday luncheon, the annual Church Picnic, etc.
- D. To help provide for effective communication within and outside of the congregation, by:
 1. Appointing a person(s) to encourage the submission of information for the church web site, and encouraging Session Committees and church organizations to contribute regularly.
 2. Announcing upcoming church events in the Sunday bulletin, web site, by special mailings, email, minutes for mission, or through news releases or advertisements with local media.

M-3.0302b
Outreach

M-3.0302c
Fellowship

M-3.0302d
Communication

Mission Committee

The Mission Committee is a committee of the Session responsible for the interpretation of mission within the congregation. The Committee shall inform, educate, encourage and challenge participation in the worldwide mission of Christ through support by prayer, time, talent, and money.

M-3.0400
M-3.0401
Definition
and Purpose

The Mission Committee shall have the following duties and responsibilities:

M-3.0402
Duties and
Responsibilities

1. To encourage a positive attitude within the congregation of joyful participation on behalf of Jesus Christ in the mission and hunger work of the Church, especially by highlighting the need for prayer for all mission concerns.
2. Development of the annual General and Special Mission areas of the budget, including which causes to support, for recommendation to Session.
3. Regular interpretation of the mission of the Church to the congregation, through minutes for mission, newsletter articles, Church Night programs, special focuses in the Sunday School or Presbyterian Women, etc.
4. Interpretation and promotion of denominational and local special offerings, including recommending to Session which special offerings to receive, including challenge goals to guide the congregation’s giving.
5. Oversight of the congregation’s efforts to help those in need, including maintaining an on-site food closet, collecting clothing and/or money when such assistance is needed, or supplies and materials for disaster relief, etc.
6. To publicize and encourage attendance at meetings, seminars, and conferences which deal with mission concerns.
7. To represent provide for representation for the Session when invited to events sponsored by local mission partners.
8. Maintain contact with the missionaries and other individuals supported by the congregation.
9. Consider the merits of special appeals received by the Session, and formulate recommendations for ones to which the congregation should respond.

Property Committee

The Property Committee is a committee of the Session responsible for the oversight, maintenance, and security of the physical facilities of the Church.

M-3.0500
M-3.0501
Definition
and Purpose

The Property Committee shall have the following duties and responsibilities:

M-3.0502
Duties and
Responsibilities

- A. To exercise direct oversight and responsibility for all Church owned buildings and grounds, including but not limited to:
 1. All maintenance, painting, cleaning, and upkeep.
 2. All insurance coverage.
 3. All purchase of equipment and supplies.
 4. All renovation/restoration/preservation work.
 5. All plantings and other outdoor beautification.

NOTE: Repairs in excess of \$1,000 must receive Session approval.

M-3.0502a
Buildings and
Grounds

- B. To approve of the use of the Church facilities, or, when necessary, make recommendations to the Session for its approval, following the Building Use policy of the Session.

M-3.0502b
Use of Buildings

- | | |
|--|---|
| <p>C. To provide for the security of the building by:</p> <ol style="list-style-type: none"> 1. Developing a list of instructions and a rotation of persons responsible for unlocking, preparing, closing down, and locking the building for Sunday and special services. 2. Making regular inspections of the heating and air conditioning systems, providing for a regular program of cleaning and maintenance. 3. Periodically checking the restrooms and kitchen for water leaks which need to be repaired. 4. Changing or adding locks, when needed. | <p>M-3.0502c
Building Security</p> |
| <p>D. Other committee responsibilities include:</p> <ol style="list-style-type: none"> 1. Oversight of the pipe organ and pianos shall be done in cooperation with the Worship and Music Committee, with input from the Director of Music/Organist. 2. To oversee the work of the Custodian, providing volunteer assistance when needed. 3. To develop and oversee the annual budget for the property needs of the church and rental building, and to interpret these needs to the congregation through the Sunday bulletin, newsletter, minutes for mission, etc. 4. To maintain the church sound system, and to train persons in the proper operation of it during scheduled church functions. | <p>M-3.0502d
Other:
Pipe Organ and
Pianos

Custodian

Annual Budget

Sound System</p> |

Stewardship and Finance Committee

The Stewardship and Finance Committee is a committee of the Session responsible for the oversight of the stewardship program and financial affairs of the Church, including year-round stewardship emphasis, budget building, wills and bequests emphasis, and management of investments.

M-3.0600
M-3.0601
Definition
and Purpose

The Stewardship and Finance Committee shall have the following duties and responsibilities:

M-3.0602
Duties and
Responsibilities
M-3.0602a
Stewardship

A. To develop and carry out a year-round stewardship program, including the annual stewardship campaign, wills and bequests emphasis, memorial gifts, etc.

B. To develop and recommend the annual budget.

M-3.0602b
Budget Process

1. Notice shall be sent to all committees in May to submit budget requests to the Church Office following the June committee meetings.
2. This information, plus salary review information, shall be assembled into an Asking Budget, to be used in the Fall stewardship campaign.
3. The Asking Budget shall be reported to Session at the September Session meeting, for review prior to use in the stewardship campaign.
4. Following the stewardship campaign, the Committee shall recommend a budget to Session, at the December session meeting, or at a special meeting in early January.

C. To make recommendations on investment policy for funds controlled by the Session, and to manage the investments according to the strategy approved by the Session.

M-3.0602c
Investments

D. Other Responsibilities:

M-3.0602d
Other: Secretary

1. To oversee and direct the work of the Church Secretary, in her work with the financial affairs of the church.
2. To oversee the monthly income and expenditures performance of the budget, making a monthly report to the Session, and to arrange for an annual review of the church's financial records by a qualified individual or accounting service.
3. To appoint a receiving treasurer who shall record pledges made and who will receive, count, and deposit all funds received by the church through offerings and other income sources.
4. To consider and act on requests for fund raising projects.

Monthly
Treasurer's
Reports

Receiving
Treasurer

Fund Raising

The Church Treasurer shall ordinarily be the Ruling Elder serving as chairperson of the committee. The Session needs to formally elect this person as Treasurer in January. The Committee shall designate at least two other persons as assistants to serve in the absence of the Treasurer, including the authorization to make deposits and sign checks.

M-3.0603
Treasurer
and Assistants

Worship and Music Committee

The Worship and Music Committee is a committee of Session responsible for the oversight of the worship ministry of the Church. The Committee shall work in a collegial fashion with the Pastor and music staff, sharing responsibilities as assigned by the “Directory of Worship” section of the *Book of Order*. The Director of Music shall serve as an *ex officio* member of the committee.

M-3.0700
M-3.0701
Definition and
Purpose

The Worship Committee shall have the following duties and responsibilities:

M-3.0702
Duties and Responsibilities

A. Worship Services and Music Program.

M-3.0702a
Worship Services
and Music Program

1. To consult with the Pastor and music staff on the order and content of worship services, including the scheduling of special worship services.
2. To oversee the church’s music program, including but not limited to:
 - assisting the music staff in recruiting members for all choirs
 - having an annual recognition of participants in the music program
 - having choir robes cleaned and repaired as needed.
 - cleaning and inspecting the hand bells for wear as needed.
3. To secure supplies needed for worship services, such as candles, communion supplies, tapes for recording services, etc.
4. To oversee the work of the Flower Chairperson (appointed by Presbyterian Women) and approve any policy on the placement of flowers during worship.
5. To oversee, in cooperation with the Christian Education Committee, the nursery ministry on Sundays and during special services.

B. The Lord’s Supper.

M-3.0702b
The Lord’s Supper

1. To recommend to the Session, in consultation with the pastor, the annual Communion schedule, including a schedule of Ruling Elders to serve the elements.
2. To appoint a subcommittee for the purpose of preparing the elements prior to and cleaning up after celebrations of the Lord’s Supper.

C. Worship Service Volunteers. To prepare a monthly schedule of volunteers for worship services, including:

M-3.0702c
Worship Service
Volunteers

1. Five ushers, including a Head Usher. (See “Duties of the Head Usher”)
2. Two Greeters to greet worshipers at the sanctuary doors following worship
3. An acolyte to light candles for each service.
4. A Lay Reader to participate in the worship service

D. Other Responsibilities.

M-3.0702d
Other: Pulpit
Supply

1. To secure pulpit supplies for when the pastor is on vacation or study leave.
2. To sponsor programs or encourage attendance at seminars and conferences that deepen the spiritual life of the congregation, including opportunities that deepen the congregation’s understanding of worship and music in a variety of forms.
3. To prepare and oversee the Worship and Music section of the annual budget.
4. To publicize and interpret the music program to the congregation through newsletter articles, minutes for mission, news releases to local media, making a report to the annual meeting of the congregation, and other means.
5. To provide oversight for the youth ministry of the congregation.
6. To oversee the work of the music staff, and provide input to the Personnel Committee when requested.

Seminars
Budget
Publicity
Youth
Music Staff

Personnel Committee

The Personnel Committee is a standing committee of Session. The committee provides for an orderly way of fulfilling Session's responsibilities to and for the persons employed by the church. Besides carrying out the personnel functions of the church such as conducting performance and compensation reviews, the committee exists to give counsel and support to staff members.

M-3.0800
M-3.0801
Definition
and Purpose

The Personnel Committee is comprised of three Ruling Elders currently serving on the Session. Ordinarily, one Ruling Elder from each class year shall be appointed by the Session to the Committee. The Ruling Elder in the third year of service on the Session shall serve as Chairperson, the Ruling Elder in the second year of service on the Session shall serve as vice chairperson. The Pastor shall serve as *ex officio* member, with voice but not vote.

M-3.0802
Composition

The Personnel Committee shall have the following duties and responsibilities:

1. To assure that the personnel policies of the church are followed, and to recommend changes in policy to the Session.
2. To review the job descriptions of church staff members, either upon its own initiative or upon recommendation from a responsible committee, assuring that clear work responsibilities are outlined for each position.
3. To conduct an annual performance review for each church staff member in January, encouraging professional effectiveness and growth by reviewing work objectives and evaluating accomplishments.
4. To conduct an annual compensation review for each church staff member in September, for recommendation to Session.
5. To confer with church staff members on an as-needed basis, either upon its own initiative, the request of a staff member, or the direction of Session.
6. To carry out the functions defined for the committee in the Personnel Policies of the Church (P-1.0000), such as hearing grievances and tracking employee corrective procedures.

M-3.0803
Duties and
Responsibilities

Performance reviews shall be conducted by the committee in January, with input from the committee under which the staff member functions. The review shall be conducted according to the process outlined in *Guidelines for a Session Personnel Committee*, pages 11-13. The results of the review are to be reported to the Session at its February meeting.

M-3.0804
Annual
Performance
Reviews

The compensation review shall be conducted in September, with input from the committee under which the staff member functions. Cost-of-living increases, if granted, shall be granted to all staff members. Merit increases may be recommended due to added responsibility or extraordinary performance. Compensation recommendations shall be made to the Session no later than its October meeting.

M-3.0805
Annual
Compensation
Review

Church staff members relate to the following committees:

- a. Custodian – Property Committee
- b. Director of Music – Worship and Music Committee
- c. Christian Education Consultant – Christian Education Committee
- e. Church Secretary – Stewardship and Finance
- f. Pastor – As a member of Shenandoah Presbytery, the Pastor is responsible to the presbytery, through the Session

M-3.0806
Staff
Relationships

The following sections of the Manual are related to the work of the Personnel Committee:

- P-1.0000: Personnel Policies of the Church
- P-2.0000: Pastor job description
- P-3.0000: Christian Education Consultant job description
- P-4.0000: Director of Music job description
- P-5.0000: Church Secretary job description
- P-6.0000: Custodian job description

M-3.0807
Related
Sections

CLERK OF SESSION

The Clerk of Session is an officer of the governing body, established by the *Book of Order*. The Clerk works in cooperation with the Pastor/Moderator to assure the smooth operation of the Session, primarily by maintaining the records of the Session and serving as a channel of communication with the congregation and other governing bodies of the Presbyterian Church.

M-4.0000

M-4.0101

Purpose

The Clerk of Session shall be a Ruling Elder, but it is not necessary for the Ruling Elder to be a current elected member of the Session. The Session shall elect a clerk for such term as it shall determine, ordinarily in January.

M-4.0102

Eligibility for

Service /Election

The duties and responsibilities of the Clerk of Session are essentially threefold, listed in order of importance: 1. Records management, 2. Communication, and 3. Procedural matters.

M-4.0103

Duties and

Responsibilities

A. Records management.

M-4.0103a

The Clerk of Session is responsible for maintaining the permanent records of the church, including but not limited to the following:

Records

Management

1. Serving as secretary for the Session by keeping minutes of all meetings, including meetings of the congregation.
2. Keeping the Minutes and Church Registers (various rolls) books up to date, submitting them for annual review by Shenandoah Presbytery when requested, and reporting the results of this review to the Session, including any actions needed to correct exceptions to
3. Assisting the pastor in completing the annual statistical reports to be filed with the General Assembly, through Shenandoah Presbytery.
4. Seeing that all relevant papers, records, etc., are filed following Session or congregational meetings, and periodically updating these files.
5. Providing extracts of Session records when directed to do so by the Session, or as requested by Shenandoah Presbytery.
6. Reporting to the Session any membership actions which need to be taken, and making sure that such actions receive the proper follow-up, such as sending certificates of transfer, adjusting church records, etc.

B. Communications.

M-4.0103b

Communications

The Clerk of Session shall support the work of the pastor and Church Office by serving as a channel of communications within the congregation and with other governing bodies, including but not limited to the following:

1. Receiving and reporting to Session communications from other governing bodies, churches, and church agencies. The Clerk may refer communications directly to a program committee when that referral is obvious.
2. Notifying persons, committees, or groups of session actions which affect them.
3. Communicating to the congregation all matters affecting the whole congregation.
4. Compiling an annual report of the Session's actions, including a listing of deaths during the past year, for inclusion in the reports booklet for the annual meeting of the congregation..

C. Procedural Matters.

M-4.0103c

Procedural

Matters

The Clerk shall assist the Moderator in conducting smooth Session meetings, by:

1. Advising the moderator on *Book of Order* and parliamentary requirements
2. Consulting with moderator for meeting docket planning:, helping to track unfinished business, annual or quarterly items needing attention, persons, groups, or committees scheduled to report to particular meetings, and any important communications received that need the Session's attention.

JOB DESCRIPTION FOR AN RULING ELDER

QUALIFICATIONS

1. Ruling Elders must be active members of the church.
2. Ruling Elders should be persons of strong Christian faith. Evidence of this includes active participation in the life of the church, and maturity and compassionate living in the world. (*See G-2.0103 - G-2.0105*)
3. Election by the congregation.
4. Instruction by the pastor concerning the government of the church and duties of the office.
5. Ordination and installation at a service of worship.

M-5.0000
M-5.0101
Qualifications

DUTIES AND RESPONSIBILITIES

1. Participation in helping the Session fulfill its responsibilities. (*See Book of Order, G-3.02.*)
2. Committee responsibility: Each Ruling Elder is assigned to one of the six Session program committees.
3. Participation, as scheduled, in serving the Lord's Supper during worship services, or in homes, when asked to assist the pastor.
4. Each Ruling Elder may help lead Sunday worship as a Lay Reader (not required).
5. Additional responsibilities may include service in the following tasks: Nominating or Personnel Committees, Commissioner to Presbytery, membership on a Presbytery Committee, serving as Clerk of Session, or membership on a special committee of Session, as formed from time to time.

M-5.0201
Duties and
Responsibilities

TIME REQUIREMENTS

1. Attendance at all Session meetings: monthly stated meetings and periodic special meetings. (Time target for stated meetings: 90-105 minutes.)
2. Regular attendance and participation in committee meetings, plus particular assignments. (Committee meetings time target: 60 minutes.)
3. Participation in serving the Lord's Supper.
4. Occasional attendance at Presbytery.

M-5.0301
Time
Requirements

PERFORMANCE CRITERIA

1. A Ruling Elder attends Session meetings regularly, tries to keep the Session informed concerning his/her perceptions of congregational needs and opportunities for mission, uses his/her best judgment in dealing with issues before the governing body, and assists in keeping lines of communication open with other Session members and between them and the congregation.
2. A Ruling Elder attends meetings of the committee to which he/she is assigned, and works to make it an efficient instrument of the church's mission.
3. A Ruling Elder faithfully performs his/her individual tasks, with particular attention to the pastoral care of the congregation.
4. A Ruling Elder is continuing his/her own growth as a Christian through worship, personal devotions, participation in Sunday School and other church programs, and acts of Christian discipleship.
5. A Ruling Elder assesses issues by seeking first the will of God, second the best interests of the congregation, and last, personal preference.

M-5.0401
Performance
Criteria