

2. SESSION MINISTRY TEAM STRUCTURE

2.1 SESSION MINISTRY TEAMS

- A. The Ministry Teams are:
- Administration & Personnel
 - Adult Nurture
 - Building & Grounds
 - Children & Their Families
 - Finance & Stewardship
 - Membership & Evangelism
 - Mission & Service
 - Worship
 - Youth & Their Families

The session assigns to each Ministry Team at least one active elder as chair, and as many active and affiliate members from the congregation will be sought as each Ministry Team deems necessary to carry out its functions, duties, and responsibilities. Ministry Teams should make the widest possible use of the Time and Talents Survey in selecting members. Ministry Team members serve for a period of one year, but may be re-appointed to serve additional terms.

The Administration & Personnel Ministry Team will plan with the Head of Staff the assignment of all session members on session Ministry Teams.

The Head of Staff will assign a member of the church staff to assist each session Ministry Team (see Staff Resource Person).

- B. Session Sub-Committees

From time to time, a Ministry Team may deem it necessary to assign a specific portion of its functions and duties to a sub-committee. A sub-committee is given a specific, written charge of function, duty and responsibility for a definite or indefinite time period. The Ministry Team will present to the session, for its consideration and approval, the purpose of the sub-committee, its specific charge, the duration of time the sub-committee will operate, and the sub-committee moderator.

Sub-committee members include active and affiliate members from the congregation. One elder of the Ministry Team will serve either as the liaison with the sub-committee or as a sub-committee member, but not as the sub-committee moderator.

- C. Special Committees

From time to time, the session may need to appoint a Special Committee either to study and recommend appropriate action or to carry out directions or decisions already made by the session. Members of a Special Committee may include elders (active or inactive), active and affiliate members of the congregation and/or resource persons from outside the congregation who have special qualifications to assist the Special Committee. (Resource persons are advisory only and not entitled to a vote on the Special Committee.) The session appoints the Special Committee Moderator and a secretary.

The session delineates the specific functions, duties and responsibilities of the Special Committee, together with a period reporting cycle.

Special Committees are appointed for a period not to exceed twelve (12) months. They may be re-appointed for an additional term not to exceed another twelve (12) months. A Special Committee may be dissolved by the session at any stated session Meeting, or at a Called Session Meeting expressly called to consider the Special Committee.

D. Task Force

A Task Force is appointed by a session Ministry Team and is responsible to the session Ministry Team.

A Task Force will be given a specific, written charge of function, duty and responsibility and periodic reporting cycles, which will be written into the session Ministry Team's minutes and monthly report to the session. A task force may include members of the session Ministry Team, active and affiliate members of the congregation, and resource persons from outside the congregation who have special qualifications to assist the task force. (Resource persons are advisory only and not entitled to a vote on the task force.)

A task force is appointed for a term not to exceed twelve (12) months. The Ministry Team at any of its meetings may dissolve a task force.

E. Commissions

A commission is empowered to consider and conclude specific matters referred to it by the session. The session states specifically the scope of power given to a commission. A commission must keep a full record of its proceedings, which is submitted to the session to be incorporated in the session minutes and regarded as the action of the session. A commission appointed by the session may only consider administrative concerns, problems, needs or differences within Three Chopt Presbyterian Church. A commission shall consist of at least two elders and the moderator of the session or the Associate Pastor. [For specific duties, functions and responsibilities of a session Commission, refer to G-9.0500 - G-9.0505, Book of Order.]

2.2 STAFF RESOURCE PERSON

The Head of Staff assigns at least one member of the church staff to each session Ministry Team in support of its work as follows:

- A. To provide his/her professional expertise (theological, pastoral and administrative) to the work of the Ministry Team;
- B. To help place the Ministry Team's work in the context of the overall life of the church;
- C. To assist the moderators in the preparation of meeting agendas and the planning of the Ministry Team's work;
- D. To be available - in so far as possible - to attend Ministry Team meetings;
- E. To provide a liaison to the church office.

The current Staff Resource assignments are:

- Pastor
 - Administration and Personnel
 - Building and Grounds
 - Membership and Evangelism
 - Finance and Stewardship
 - Trustees
 - Worship
- Associate Pastor
 - Deacons
 - Children and Their Families
 - Mission and Service
- Organist / Choir Director
 - Worship
- Director of Christian Education
 - Adult Nurture
- Youth Director
 - Youth and Their Families

2.3 SESSION MINISTRY TEAM MONTHLY REPORTS

All Ministry Teams are required to submit a written monthly report to the church office. Reports are to be submitted prior to the Tuesday before the Stated Session meeting. (Agendas are available Sunday morning before the Stated Session meeting.)

Board of Trustees Reports to the session

The Board of Trustees submits a written report to the Session as the need arises, but at least one each quarter (January, April, July and October). This report will be submitted to the Head of Staff, the Clerk of Session and the Chair of the Administration Ministry Team.

Session Sub-Committees, Special Committees, Task Forces and Commissions

A session sub-committee will submit a written monthly report to the Session Ministry Team to which it is responsible. Sub-committee reports, special reports, and requests should be submitted prior to a scheduled session Ministry Team meeting.

Special Committees, Task Forces and Commissions will submit written reports to the Clerk of the Session. The frequency and timing of such reports will be determined by the Session.

THREE CHOPT PRESBYTERIAN CHURCH
SESSION MINISTRY TEAM REPORT

Motions for the _____ Session meeting.
(date)

The _____ Ministry Team met on _____ with the following members present:
(date)

We move the following for Session approval in the CONSENT AGENDA:

We move the following for Session approval in the NEW BUSINESS:

We report the following actions and future plans:
(Please include how you are addressing the next three months on your ministry team's calendar)

Upcoming Leadership Opportunities:

Time needed to present report (include discussion time) _____

Submitted by: _____ Daytime phone: _____

*Please indicate if your motions affect other ministry team or staff work and how that affect will be handled.