

# THE STANDARD OF PROCEDURE

## University Presbyterian Church

### Chapel Hill, NC

Subject to the provisions of the *Book of Order* of the Presbyterian Church (U.S.A.), the Session, Deacons, and Trustees of University Presbyterian Church, 209 East Franklin Street, Chapel Hill, North Carolina shall organize itself and conduct its affairs according to the following Standard of Procedure.

#### **THE SESSION**

By Congregational Action, the Session is ordinarily composed of Teaching Elders and twenty-five (25) Ruling Elders (24 elected to three year terms in three equal classes and one youth elder elected to a one-year term). Election to a second consecutive term is not allowed.

#### **I. OFFICERS**

The officers of the Session shall be a Moderator and a Clerk.

#### **II. DUTIES OF OFFICERS**

##### **A. THE MODERATOR**

The Moderator, ordinarily the Pastor, shall convene and preside at all meetings of the Session; shall call meetings when he/she deems it necessary or when requested to do so under the conditions set forth in the *Book of Order*; shall name Session members to permanent committees with input from the program staff; shall report to the Session any problems, whether spiritual, administrative, or personal, which relate to the welfare of the church; and shall serve as an advisory member (ex officio non-voting) of all committees of the Session, including special or temporary as well as permanent committees, except when the Moderator delegates such advisory capacity to another member of the program staff.

##### **B. THE CLERK**

The Clerk shall keep minutes of all meetings and see to it that such minutes are approved and properly endorsed; shall make and keep records of all reports for Presbytery, Synod, and General Assembly; shall supervise the keeping of an up-to-date membership roll by office staff, including an accurate list of baptized members, active members and affiliate members; shall supervise the keeping of an accurate register by office staff of all baptisms, Ruling Elders and Deacons, installed Pastors and Associate Pastors with dates of service, marriages, deaths, and other significant events; shall take care of the necessary correspondence of the Session, including dismissing of members; shall keep all records necessary, including committee reports; shall make the Standard of Procedure of the Session available to all newly-elected members of the Session; shall keep available at all meetings orders of procedure; shall notify all members of the Session of date, time and place of meetings, shall remind and notify all committees, councils, persons, etc., of the actions taken by the Session pertaining to that group or person; shall keep an accurate and indexed reference of all motions and resolutions passed by the Session until such time as those motions or resolutions are no longer applicable; shall act as the Moderator's assistant at all meetings of the Session.

### III. ELECTION OF OFFICERS AND COMMITTEE CHAIRS

The Clerk and the Treasurer shall ordinarily be elected at the stated meeting in May of each year and shall assume office on July 1. All other terms of office coincide with the calendar year.

### IV. TERMS OF OFFICE

#### A. THE CLERK

The Clerk shall be elected for a term of one year, and may serve consecutive terms.

#### B. THE TREASURER

The Treasurer shall be elected for a term of one year, and may serve consecutive terms up to six years.

#### C. CHAIRS OF PERMANENT COMMITTEES

Chairs of permanent committees shall be appointed by the Moderator, for a term of one year and may serve consecutive terms.

#### D. CHAIRS OF SPECIAL OR TEMPORARY COMMITTEES

Chairs of special or temporary committees shall be appointed by the Moderator, subject to the Session's approval, for the period necessary to fulfill their special responsibility, or for such time as the Session may designate.

### V. VACANCIES OR ABSENCES

When a committee chair falls vacant, or when a committee chairperson is absent for an extended period, the Moderator shall have the authority to appoint persons to fill that vacancy subject to the approval of the Session.

### VI. MEETINGS

The Session shall ordinarily meet on the second Thursday of each month at 7:00 p.m. at the church unless, by majority vote at a regular stated meeting, the date, time, and place are changed. The Clerk and Moderator shall develop a proposed agenda for the meetings, which will be distributed along with any relevant reports the Friday before the meeting in both electronic and printed form. Ordinarily, items requiring a Session vote will be distributed in the Session packets or no later than two days (48) hours prior to the meeting. The Moderator may call special meetings at any time desired, provided sufficient notice of time and place is given, or when requested to do so under the provisions set forth in the *Book of Order*. No business which has not been clearly stated in the call shall ordinarily be considered at a special meeting. All meetings shall be opened and closed with prayer.

### VII. ATTENDANCE

Each member of the Session is morally bound to be present at all meetings unless out of town or providentially hindered. Such meetings shall include special work sessions such as retreats, with care given for adequate advance notice of such work sessions. If a member of the Session is unable to be present at any meeting, the member shall so notify the Clerk and present his/her excuse through the Clerk.

### VIII. QUORUM

The quorum for Stated and Called Meetings of the Session shall be one more than 50 per cent of the Ruling Elders plus the Moderator. Called meetings to receive new members require a quorum of three (3) Ruling Elders and the Moderator.

## IX. COMMITTEES

### A. PERMANENT COMMITTEES

The permanent committees of the Session shall be the following: Administration, Adult Education, Children and Youth Ministry, Congregational Life, Membership, Nominating, Outreach, Personnel, University Presbyterian Preschool (UPPS), and Worship.

### B. TEMPORARY OR SPECIAL COMMITTEES

The Moderator may appoint, or the Session create, any necessary special or temporary committees to which may be assigned tasks not included in or related to the prescribed duties of permanent committees. Special or temporary committees may be assigned duties falling under the responsibility of permanent committees; but this may be done only upon recommendation of the permanent committee involved, unless the temporary or special committee is created by a three-fourths majority of the Session members present.

## X. PERMANENT COMMITTEES

### A. ADMINISTRATION

Membership: This committee shall consist of two current Ruling Elders, one of whom shall be the committee chair, the Church Treasurer or Assistant Treasurer, and other members as are deemed appropriate by the chair. The Pastor shall serve as an ex officio non-voting member.

Duties: The Administration Committee has the responsibility to

- Oversee the various regular administrative functions of the Session;
- Working with the Treasurer, report to the Session monthly on the financial condition of the church;
- Oversee in conjunction with the Board of Trustees, which is primarily responsible for Church property, Session policies for the use of Church property;
- Prepare and oversee the annual operating budget;
- Ensure that an annual audit is conducted by outside auditors within the first quarter of the year;
- Act as liaison between Trustees and Session;
- Act as liaison between Stewardship Campaign and Session;
- Monitor balance sheets and Church finances and advises the Session on financial expenditures not covered in the budget from reserve funds with advice from the Trustees, when appropriate;
- Recommend to the Session annually the appropriate allocation to the Operating Reserve (#2Y1000) (“rainy day fund”) and to other unrestricted reserve accounts considering the advice of the Treasurer;
- Has primary responsibility to review the suitability of UPC accepting gifts under the UPC Gift Acceptance Policy, with issues typically arising for non-monetary and restricted gifts.

- Consults with Treasurer regarding investment policy and investment of assets of UPC and UPPS, and is principally responsible for periodic review of investment policy for UPC reserve accounts.
- Together with appropriate Session committees, may create a long-range financial plan to help guide UPC priorities, using information from the Pastor, Trustees, Treasurer, Session, and outside sources.
- In the absence of the Treasurer and Chair of the Board of Trustees, the Chair of the Administration Committee Chair may direct the sale or other action on any securities donated to UPC.
- Revise and update, as necessary, a Financial Procedures Manual in conjunction with the Treasurer.

## B. ADULT EDUCATION

Membership: This committee shall consist of two current Ruling Elders, one of whom shall chair the committee. There shall be at least four other members. The Staff Associate for Education shall serve as an ex officio non-voting member.

Duties: The Adult Education Committee shall determine the educational goals of the Adult Education program. These goals will serve as a basis upon which its program is implemented. The Adult Education Committee has the responsibility to

- make and execute plans for increasing the effectiveness of Adult Education;
- select the curriculum materials for use in Adult Education;
- analyze, evaluate, and report to the Session periodically on the programs implemented; and
- recommend to the Session the overall policies of Adult Education in regard to activities, needs and requirements of various groups involved in Adult Education.

## C. CHILDREN'S AND YOUTH MINISTRY

Membership: This committee shall consist of three current Ruling Elders, one of whom shall chair the committee; the second will serve as committee secretary. The Staff Associate for Education and the Staff Associate for Youth and Congregational Life shall serve as ex officio non-voting members.

The four permanent sub-committees of Children's and Youth Ministry are:

Church School Committee, which is responsible for staffing all levels of Church School from preschool through high school classes, assisting with teacher orientation and maintaining teacher supplies.

Youth Ministry Committee, which is responsible for Sunday evening programs for middle school and high school youth.

Children's Ministry Committee, which is responsible for educational opportunities for children including Vacation Bible School, Advent Workshop, and intergenerational fellowship.

Nursery/Childcare Committee, which is responsible for staffing the nursery and securing volunteers for extended care during Sunday worship for children ages two through five years old.

Duties: The Children's and Youth Ministry Committee has the responsibility to

- determine the goals of the children ministries;
- analyze, evaluate and report to the Session periodically on the programs of the ministry;

- make and execute plans for the increasing effectiveness of the programs of the ministry;
- select the curriculum materials for use in church school;
- work out long-range plans for a program of training the teachers and advisors;
- maintain an up-to-date list of the teachers of the church school, who have been approved by the Session;
- record attendance and recognize significant accomplishments for each year;
- provide worship education for children;
- approve all youth advisors pending successful background checks;
- approve all drivers who are not advisors or parents of the youth;
- approve all overnight trips for youth;
- encourage attendance at conferences, camps, meetings, training sessions, etc., and determine policies relating to attendance, finances, etc.; and
- be responsible for summer programs of the church as they relate to the church school and educational programs.

#### D. CONGREGATIONAL LIFE

Membership: This committee shall consist of two-three current Ruling Elders, one of whom shall be committee chair. It shall have as members the chairs of its standing committees and may have representatives of any organizations that have as a primary objective member camaraderie and support (for example: Parents of Young Presbyterians, Adult Fun and Fellowship, Young Adults). In addition it may include other persons the chair may wish to appoint. The Staff Associate for Youth and Congregational life shall serve as an ex officio non-voting member.

Duties: The Congregational life Committee has the responsibility to

- support and encourage involvement in church life through the various fellowship groups;
- supervise church wide fellowship events such as Easter Brunch, Punch on the Porch, After Church Coffee Break, Second Sunday Luncheon, and Small Group Gatherings; and.
- work to encourage caring relationships within the church family by analyzing, evaluating and implementing fellowship programs and events.

#### E. MEMBERSHIP

Membership: This committee shall consist of two-three current Ruling Elders, one of whom shall be the committee chair. It may include other persons the chair may wish to appoint. The Associate Pastor shall serve as an ex officio non-voting member.

Duties: The Membership Committee has the responsibility for

- membership outreach and new member assimilation;
- visitor registration each Sunday and appropriate follow-up;
- new member orientation;
- assisting the program staff when needed in the planning of the inquirers' class each quarter;
- maintaining a file of the available time and talents of the membership and shall periodically update said file;
- studying the membership roster periodically for the purpose of increasing lay involvement in the church's life; and

- reviewing the membership rolls on an annual basis, in conjunction with the Clerk, to ensure an accurate list of baptized, active, and affiliate members.

## F. NOMINATING

Membership: The Church Nominating Committee shall be elected by the Congregation each year. Members shall be elected for a term of two years. The Committee shall be composed of two Ruling Elders elected by the Session, one Deacon elected by the Diaconate, and eight (8) at-large members elected by the Congregation. An installed pastor of the Congregation shall serve on the Committee ex officio and without vote.

Duties: The Nominating Committee shall have the responsibility to secure and present:

- a slate of candidates for each of the boards – Session, Deacons, and Trustees – for election at an annual congregational meeting.
- a slate of candidates for the member-at-large positions on the Nominating Committee for election at an annual summer congregational meeting.
- candidates for unexpired terms on any of the elected boards for election by the congregation.
- candidates for any committee as directed by the Session such as the Pastor or Associate Pastor Nominating Committees.

## G. OUTREACH

Membership: The committee shall have at least two current Ruling Elders, one of whom shall serve as committee chair. It shall include the representatives from each of the Outreach subcommittees. Those subcommittees shall include but not be limited to the following: Peacemaking and Social Justice, Local Outreach, Global Outreach, and Campus Ministry. The Associate Pastor for Campus Ministry shall serve as an ex officio non-voting member.

Duties: The Outreach Committee shall have the responsibility to

- work to enable the members of the congregation to discover the gifts God has given them, and to use those gifts in the church's outreach to our community locally, nationally and globally;
- recommend to the Session various human outreach functions that extend beyond the Church's membership, and the allocation of funds for these functions;
- promote the annual denominational special offerings: One Great Hour of Sharing, Pentecost, Peacemaking, and Christmas Joy Gift. The committee shall make recommendations as the distribution of the portion that University Presbyterian Church retains from the Pentecost and Peacemaking offerings; and
- recommend to the Session distribution of the Peacemaking and Christmas Eve Offerings.

### Duties of the subcommittees

- Peacemaking and Social Justice shall have the responsibility for Peacemaking Education within the church community, promoting participation in activities and providing ways and events for action and reflection on issues of justice congruent with Biblical and theological mandates;
- Local Outreach shall have the responsibility for Inter-Faith Council support, AIDS Care Team, Work First, Habitat for Humanity, the annual CROP Walk,

New Hope Camp Scholarships and any other requests from local groups, organizations and individuals that are presented to the committee and meet the guidelines set out by the committee;

- Global Outreach shall have the responsibility for promoting and supporting congregational mission trips, PCUSA missionary support (currently UPC supports three missionaries) and communication with these missionaries, evaluating international mission or project funding requests against specific criteria developed by the Global Outreach Committee, educating and encouraging members of UPC about Global Outreach projects and organizing the Alternative Christmas market; and
- Campus Ministry shall have the responsibility for interacting and supporting student activities and participating in the welcome back luncheon in August.

#### H. PERSONNEL

Membership: The Personnel Committee shall consist of two current Ruling Elders, one of whom shall be chair. In addition, the committee shall include at least one additional Ruling Elder, not in current service on the Session who has served previously on the Personnel Committee, and when possible, the immediately preceding Chair of the Committee will serve in this capacity. The committee may include other former or current officers the chair may wish to appoint, including a representative from the Board of Trustees. The Pastor shall serve as an ex officio non-voting member.

Duties: The Personnel Committee shall have the responsibilities to:

- undertake annual job performance evaluations of all Program staff of the church, including the Director of the preschool (UPPS), reporting results to the Session;
- meet annually with Administrative staff of the church on or before the end of the calendar year, reviewing the performance evaluations submitted by the Pastor and Office Manager;
- make recommendations to the Session concerning the employment of Administrative staff;
- review periodically and update Administrative staff job descriptions in consultation with the Pastor, with significant changes in job responsibilities being submitted to the Session for approval;
- engage periodically in an assessment of church staffing needs and make resulting recommendations to the Session;
- review and make recommendations annually regarding the salaries and benefits of staff members;
- make recommendations to the Session with respect to personnel policies and serve as a liaison between the Session and staff members, including receiving and addressing staff grievances, concerns and/or requests; and
- maintain, with the assistance of the Office Manager, an up-to-date Personnel Manual, which includes current personnel policies and Administrative staff job descriptions.

#### I. UPPS (UNIVERSITY PRESBYTERIAN PRESCHOOL) COMMITTEE

Membership: All voting members of the Committee shall be UPC members. The committee will have nine members, including the Preschool Director and Staff Associate for Education, who serve as non-voting ex-officio members of the committee. All

members, except those serving in an ex-officio capacity, will serve no more than two three-year rotating terms.

The UPPS Committee will include: a member of the UPC Session, who shall serve as the chairperson; a member of the UPC Personnel Committee; two at-large members appointed by the chair of the UPPS committee; two UPC parents of preschoolers enrolled in UPPS; and one teacher, who is a UPC member. However, if no teacher who is also a UPC member is available to serve, a non-member teacher shall serve as an ex officio non-voting member.

Duties: The UPPS Committee will support and assist the UPPS Director and program by

- Serving as a liaison and public relations representative to UPC and the community;
- Recommending to the UPC Session approval of appropriate expenditures from UPPS reserves;
- Developing and maintaining policies for: admissions and enrollment, personnel, fiscal and finance, health and safety, tuition and scholarships, fundraising, and curriculum and program;
- Providing oversight for shared space, equipment, and supplies;
- Conducting annual evaluations of the director and program;
- Developing the annual budget and recommending its approval to the UPC Session, providing accounting support through the UPC finance office, providing oversight of the UPPS finances by the UPC treasurer, and providing an annual audit by the UPC auditor; and
- Planning and implementing long term capital improvements.

## J. WORSHIP

Membership: This committee shall consist of at least one current Ruling Elder, who shall chair the committee. Other committee members may include representatives of the following subcommittees; Ushers, Flowers, Music, Greeters, Communion, Chancel Guild and any others the chair may deem appropriate. The Pastor and the Director of Music shall serve as ex officio non-voting members.

Duties: The Worship Committee is responsible for the actual service of worship in all its aspects, including:

- being responsible for worship in terms of the sequence of worship, sanctuary furnishings, aids to worship, special services, etc.;
- working to develop a sense of reverence and worship among the congregation;
- making arrangements for all Communion services. The committee shall be responsible for the procedures used for serving the sacrament. This includes arranging for communion for shut-ins in conjunction with the Deacons. Communion for shut-ins may take place each quarter, or at least annually on World Communion Sunday.
- recommending guest speakers to the Session for special worship occasions and supply preachers for times when the pastor(s) are absent;
- being responsible for music programs of the church and shall hear periodic reports from the Director of Music; and
- recommending to the Session the policies to be followed for weddings and any other activities not part of stated programs that involve use of the sanctuary



## XI. COMMITTEE MEMBERSHIP AND OPERATION

### A. MEMBERSHIP AND TERMS OF OFFICE

Every active Ruling Elder shall be appointed by the minister and the permanent committee chairs to serve on a permanent committee; and each permanent Session committee shall have as its chair a member of the Session. Each committee may appoint members from the congregation to serve on said committee. Ordinarily no person shall be asked to serve on a committee for more than three successive one-year terms. Each person so appointed shall be advised of the duties of the committee to which he/she is being appointed.

### B. MEETINGS OF COMMITTEES

It is recommended that each permanent Session committee meet at least monthly during the academic year. Each Session committee shall meet at least quarterly, at such time as called by its chair, or at the request of the Session.

C. REPORTS. Each permanent Session committee shall ordinarily make a monthly written report to the Session at the regular stated meeting or when required to report by the Session. All committee recommendations and policies must be approved by the Session, which alone is responsible for the total program of the church.

D. RECORDS. Each permanent Session committee shall ordinarily keep an accurate record of its reports, minutes, and activities. These records are to be available to the Session upon request.

## XII. QUESTIONS OF PROCEDURE.

All questions of procedure not covered herein; by the UPC Congregational Governance document; the Session Manual of Administrative Operations or by the *Book of Order* shall be governed by Robert's Rules of Order (Newly Revised).

## **THE TRUSTEES AND DEACONS**

Deacons shall be composed as a Board and are ordinarily composed of twenty-eight (28) Deacons (27 elected by the Congregation to three year terms in three equal classes, and one youth deacon elected to a one-year term). Election to a second consecutive term is not allowed.

Trustees shall be composed as a Board and are ordinarily composed of six (6) Trustees elected by the Congregation to three year terms in three equal classes.

### MEMBERSHIP OF THE TRUSTEES AND DEACONS

- A Board member who has served a partial term is eligible to succeed herself/himself in a full three-year term.
- The officers of the Boards of Trustees and Deacons must be members of the Board, shall be elected for a term of one year, and may succeed themselves.
- Each Board member shall serve as a member of at least one of the Board's Committees.
- The chairs of the major committees of the Boards of Trustees and Deacons must be members of the parent board.

- Standing committees will be made up of members of the Board, chairs of its subcommittees, and any other members at large deemed necessary by the chair.
- Members of the committees of these Boards may be selected from members of the congregation, and need not be board members.

**DUTIES OF THE TRUSTEES:** The Trustees have responsibility to

- Act on behalf of the Church in receiving, holding, encumbering, managing, and transferring real or personal property.
- Accept and execute deeds of title to Church property.
- Hold and defend title to Church property.
- Review, evaluate, and recommend approval of insurance coverage annually for Church property and its activities. Such coverage also includes the Presbytery as additionally insured.
- Approve items over \$1,000 within Property and Data operating budget line items. Chairs of Trustee Property and Data Committee may approve expenditures up to \$1,000 in previously approved budget line items under their jurisdiction.
- Exercise these powers and duties so as not to infringe upon the powers and duties of the Session and Board of Deacons and in conformity with the Constitution of the Presbyterian Church (U.S.A).

**DUTIES OF THE DEACONS:** The Deacons have the responsibility to

- Provide pastoral care for members in geographically-based neighborhoods within the congregation (with each deacon making contact with all households in his/her neighborhood twice a year).
- Provide additional care to church members in times of death, hospitalization, and other such needs.
- Prepare and hosts receptions following memorial services of church members.
- Celebrate births in church families through provision of a meal and a visit.
- Assist with worship services at retirement communities (Carol Woods and Carolina Meadows).
- Engage in regular visitation of homebound members.
- Assist in other pastoral needs in the congregation as they arise

*Approved by Session*

*June 2010*

*Amended in accordance with Session Manual of Administrative Operations (April 2012) and Congregational Governance document (August 2012)*