

**THE UNIVERSITY PRESBYTERIAN CHURCH  
CHAPEL HILL, NORTH CAROLINA**

**SESSION MANUAL OF ADMINISTRATIVE OPERATIONS**

**Composition of Session (G-10503a; 2:0404)**

By Congregational Action, the Session is ordinarily composed of Teaching Elders and 25 (twenty-five) 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.

**Quorum of the Session (G-3.0203)**

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.

**Stated Meetings of the Session (G-3.0203)**

The Stated Meetings of the Session shall ordinarily be on the second Thursday of each month at 7 p.m. 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.

**Training and Examination of Ruling Elders (G-2.0104; 2.0402)**

Ordinarily, there shall be a minimum of four hours of training for newly-elected Ruling Elders, consisting of orientation to the Book of Confessions and the Book of Order, as well as a time to share stories of personal faith journeys. Following the preparation, the Session shall examine Ruling Elders in these three areas. Upon a satisfactory examination and approval, the Session shall set a date for the ordination and installation of Ruling Elders.

**Sacraments**

The Sacraments of the Lord's Supper and Baptism are to be administered in the life of the congregation.

**The Sacrament of the Lord's Supper (G-3.0201b)**

The Sacrament of the Lord's Supper shall be administered in accordance with the Directory for Worship in the Book of Order twelve times a year, in a schedule to be determined annually. The Sacrament shall be administered in worship on Maundy Thursday and Christmas Eve (11 p.m. service) and on ten other Sundays of the church year. The Sacrament may be administered at other times and in other settings as approved by the Session.

### **The Sacrament of Baptism (G-3.0201b)**

The Sacrament of Baptism shall be administered in accordance with the Directory for Worship in the Book of Order, with approval given by the Session. (The Pastor(s) may schedule baptism for any active church member's child and report to the next Stated Meeting of the Session.)

### **Clerk of Session (G-3.0104)**

The Clerk of Session shall be a member of the congregation who is also a Ruling Elder, though he/she does not have to be an active Ruling Elder. The clerk is elected annually by the Session and may serve consecutive terms.

### **Mission of the Church**

The following statement of purpose was revised by the Session of University Presbyterian Church on September 9, 1993:

Founded and built upon a strong faith in God's providence,  
while trusting in God's abundant goodness and grace,  
University Presbyterian Church faces the future  
in joyful reliance on God's Spirit and in willing obedience to God's Word.

It is our belief that God calls us to be Christ's community  
of faith and moral discourse in Chapel Hill and the University:

worshipping with enthusiasm and joy,  
proclaiming God's truth with boldness and confidence,  
providing a wellspring of nurture and care for the church family,  
equipping all members for ministry in today's world,  
celebrating the diversity that exists among us,  
reaching out with compassion and love to all who are in need  
in our congregation, in our community, and in the world beyond,  
constantly seeking peace and justice for all of God's children.

### **Membership in the Congregation (G-1.0400)**

The Session is responsible for receiving and assimilating new members into the life and ministry of the congregation.

### **Finances (G-3.0113; 3.0205)**

The Session shall ensure that an annual audit will be conducted within the first quarter of each year. Liability and fire insurance coverage shall be maintained by the Session with annual review done by the Trustee Property Committee, reported to the Administration Committee, prior to the renewal of insurance premiums. The Session shall ensure that such coverage also includes the Presbytery as additionally insured.

### **Church Treasurer (G-3.0205)**

The Church Treasurer is elected annually by the Session and may serve consecutive terms up to six years.

## **Records (G-1.04; 3.0107; 3.0204)**

The Clerk of Session shall ensure that adequate records are kept of all Session and Congregational Meetings. Those records shall be reviewed by the Presbytery annually.

The Clerk of Session shall keep the following membership rolls:

1. Baptized members
2. Active members
3. Affiliate members

The Clerk of Session shall also keep the following registers:

1. Baptisms
2. Ruling Elders and Deacons
3. Installed Pastors and Associate Pastors with dates of service
4. Marriages
5. Deaths

## **Church Policies**

The following policies have been approved by the Session for the operations of the Congregation (all are available on the church's website):

### Financial Procedures and Policies

- Financial Guidelines
- Investment Policy
- Gift Acceptance Policy
- Fundraising Policy

### General Church Policies and Procedures

- The Standard of Procedure
- Personnel Policies (with organizational chart)
- Wedding Guidelines
- Website Policy

### Committee Policies and Procedures

- Endowment Committee Articles, Policies and Operating Rules
- Campus Ministry Covenant Agreement
- Garden Committee Policies and Statement on Use
- UPPS Organizational Policies

## **Review Procedure**

The Sessional Manual of Administrative Operations shall be reviewed every three years.

*Adopted by the Session on April 12, 2012*