
The Presbyterian Church of Barrington

Barrington, Illinois

**Bicameral Guidelines
for Session**

Updated July 2007

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I. STATED MEETINGS OF THE SESSION

Stated meetings of the Session are for the purpose of transacting the necessary ecclesiastical business of the church (dismissing members, approving the celebration of the Sacraments, etc.) relating to other governing bodies of The Presbyterian Church (USA), reviewing the work of Session committees and approving administrative and financial policies, strategies and particular programs.

A. Session Meetings

1. Begin and end with prayer.
2. Are convened by the Moderator, who is chair.
3. Are guided by an agenda, developed by the Clerk of Session in conjunction with the Moderator, which lists the topics to be discussed and the order in which they will emerge. Elders who wish to introduce matters in addition to the agenda should do so under Miscellaneous Business and if the matter involves other boards or will require extensive discussion at that meeting, inform the Clerk or the Moderator at least 24 hours before the meeting.
4. Will be conducted on the basis of accepted parliamentary procedures, remembering that procedures are designed to enable, not restrict, the body in its work.

B. Some Helpful Particulars to Remember

1. Please address the chair when you wish to speak.
2. Ordinarily, a motion needs to precede discussion, not follow it.
3. A speaker does not ordinarily end his/her remarks by making a motion.
4. Ordinarily motions need to be in **writing** and **submitted to the Clerk**.
5. It is recommended to bring new suggestions to an appropriate committee rather than to use Session time to explore them initially.
6. The call for the question is simply an expression that an elder senses the discussion has gone on as long as it should. The chair does not always respond to "I call for the question." If you wish to end discussion, the appropriate motion is, "I move the previous motion." That motion requires an immediate vote and if carried, stops debate and moves the body to the matter at hand. It can be a useful procedure.
7. It is always appropriate to ask for clarification or more information.

C. Committee Reports to the Session

1. Session committees do not need to report at every meeting.
2. Once a year, each committee shall present a report including its goals for the year, an interpretation of its ongoing work, and its hopes for the future.
3. Information reports need to be conveyed in writing and not read verbatim. If the reports contain information necessary (including motions on which the Session will act) for the meeting, they need to be submitted via e-mail to the church office for distribution no later than noon of the Monday prior to the Session meeting or e-mailed directly to all members of session..
4. Ordinarily, new programs will come to the Session through its committees.
5. Occasionally, a program or policy suggestion will come directly from the staff, particularly when the matter needs immediate attention or when it does not easily fit into one committee's responsibility.

D. Joint Board Meetings

1. A joint meeting of the Session and Board of Deacons shall be held at least annually to confer on matters of common interest. The Moderator of Session shall preside.

2. A joint meeting of the Session and Board of Trustees shall be held at least annually to confer on matters of common interest, with the Moderator of the Session presiding.

II. COMMITTEE MEETINGS

- A. Committees are required to schedule meetings through the church office administrator.
- B. Are convened by the chairperson in consultation with the appropriate staff.
- C. Are to begin and end with prayer.
- D. Are guided, as far as possible, by appropriate parliamentary procedures.
- E. Are to be the place where new business and ideas are initiated and fully discussed.
- F. Must annually designate a secretary to keep records for the committee's own purposes and to pass on to the next committee.
- G. Should begin on time and end at a designated time determined and agreed upon the beginning of the meeting. An agenda should be used so all members know what to expect at each meeting.
- H. Members of all committees shall ordinarily be members of The Presbyterian Church of Barrington. From time to time, non-members may participate with voice in the work of a committee but shall not be permitted to vote. When a non-member is serving on a committee, the chairperson shall inform the Moderator and the Clerk so that the Session may properly supervise the situation.

III. CHAIRPERSONS OF SESSION COMMITTEES

- A. Are responsible for designating a secretary or helping the committee choose one of its members. The chair of the committee usually does not serve as secretary.
- B. Are responsible for moving the discussion along and seeing that each member has the opportunity to participate.
- C. Are responsible for helping the committee focus its concerns so that appropriate periodical reports are sent to the Session.
- D. In order to enable committees to function effectively, chairpersons should:
 1. Review the job description of that committee with the members at the beginning of the committee's term.
 2. Establish a list of objectives with the committee early in the year.
 3. Not allow the committee to be restricted in its dream and hopes to the goals it has set.
 4. Review budgetary realities in regard to each program and submit by the May session meeting budgetary needs for the next year, based on goals and objectives.
 5. Encourage honest, on-going evaluation of existing programs, never assuming that anything is eternal – except God!
- E. Chairpersons and staff persons should consult regularly in order to:
 1. Review the work of the committee.
 2. Establish the agenda and the objectives for the next meeting of the committee and decide what is necessary to report to the Session at its next meeting with any motions for action put in writing.

F. Make sure that the minutes of the meeting are distributed to the committee and submitted via e-mail to the clerk of Session, and the office administrator for distribution and archival filing.

G. To make sure the website information for your committee is up to date. Submit changes or announcements to the webmaster with plenty of advance notice of event.

IV. RELATIONSHIP OF STAFF PERSONS TO COMMITTEE

- A. A clergy staff or program director will be assigned to each Session committee. The staff person is expected to:
 - 1. Be available to the chairperson to set the meeting agenda and share hopes for the committee's work.
 - 2. Attend meetings of the committee or consult with the chairperson when he/she cannot attend.
 - 3. Serve as a resource person for the committee and a liaison between the committee, church staff, and other committees.

- B. Staff persons are not expected to do the work of the committee, nor shall they ordinarily serve as convener or secretary.

V. RELATIONSHIP BETWEEN STAFF AND COMMITTEE CHAIRS

- A. Committee chairs and staff members need to communicate regularly to ensure that the work of the committee is organized and productive.

- B. Committee chairs need to communicate to the staff when there are areas of concern regarding the work of the committee.

Note: A member of the Personnel Committee will contact committee chairs in the course of a staff person's annual review for an evaluation of the staff member and their work with a particular committee. **The staff and committee need to be in regular dialogue, both about the goals of the committee and the performance goals and objectives of the staff member.**

CHRISTIAN EDUCATION

Purpose:

To provide for and supervise educational programs for adults, children and youth insuring biblical and theological integrity and relevance to the personal and corporate lives of church members and the community at large.

Sub-Committees:

The following sub-committees report to the Christian Education committee:

1. Adult Education
2. Children and Family Ministries (0 – 6 grade)
3. Mid-Week Education (K – 12 grade)
4. Youth/Young Adult Education (7 grade and up)

Particular Responsibilities:

A. Adult:

1. To oversee the Sunday morning and mid-week Adult educational program so that it speaks to a variety of needs and interests.
2. To insure that educational programs have appeal to a broad church community.
3. To oversee educational programs for special church seasons.
4. To plan ad hoc events and trips that are of an educational nature for adults.
5. To supervise the church library.
6. To maintain liaison with the Children and Families Subcommittee, Mid-week Education Subcommittee, and Youth and Young Adult Subcommittee.

B. Children and Families Subcommittee (Age 0 - Grades 6):

1. To develop a church school program that has biblical and theological content, and is within the confessional standard of the Presbyterian understanding of the Christian faith.
2. To oversee any musical programs that involves children, in consultation with the Director of Music and Organist.
3. To review curriculum resources and to make recommendations for use.
4. To oversee the recruitment and training of the educational staff.
5. To maintain liaison with the Adult and Leadership Development Subcommittee, Mid-week Education Subcommittee, and Youth and Young Adult Subcommittee.
6. To provide educational opportunities for parents that assist in the spiritual development of the children and family that brings God into the home.

C. Mid-week Education Subcommittee (Grades K-12):

1. To organize, staff and oversee parent support groups for the Mid-week education program.
2. To provide a supportive and nurturing environment for children during the Mid-week Education program.
3. To attract children to the teachings of Christ and the church.
4. To implement and monitor creative learning opportunities.
5. To maintain liaison with the Adult and Leadership Development Subcommittee, Children and Families Subcommittee, and Youth and Young Adult Subcommittee.

D. Youth and Young Adult Subcommittee (Grades 7 - College):

1. To oversee any musical programs that involve youth, in consultation with the Director of Music and Organist.
2. To structure confirmation classes for youth.

3. To review curriculum resources and to make recommendations for use.
4. To oversee recruitment and training of the educational staff for youth programs.
5. To oversee a program of educational fellowship for junior and senior highs and to maintain contact with post-high school members.
6. To oversee functions of a young adult ministry, including fellowship, education and service programming.
7. To provide mission opportunities for youth and young adults.

Develops an annual budget by category to be submitted to the budget group. Is responsible for submitting updated information to Webmaster to keep website current with both programs and activities offered.

Composition:

Minimum of Three members of Session, one member of the Board of Trustees, one member of the Board of Deacons, one member from each subcommittee, and the Director of Christian Education.

COMMUNICATION AND PUBLIC RELATIONS

Purpose:

To oversee The Presbyterian Church of Barrington's strategic vision in the area of communication, insuring that name recognition, brand identity, and message are consistently and professionally presented to our church membership and broader constituencies.

Sub-Committees:

The following sub-committees report to the Communications committee:

1. Electronic Media
2. Internet
3. Public Relations

Particular Responsibilities:

Electronic Media:

1. Plans and makes appropriate news releases to the media.
2. Develops and obtains TV and radio exposure for the church. (future desires)
3. Develops and implements simulcast of the morning worship service. (future desires)

Internet:

1. Develops and implements church website.
2. Maintains and updates church website.

Public Relations:

1. Plan for, organize and supervise PR.
2. Develop objectives, format, and style for monthly newsletter.
3. Develop objectives, format, and style for weekly bulletin.
4. Develop objectives, format, and style for letterhead.
5. Develop objectives, format, and style for staff business cards.
6. Supervise frequent changes of indoor bulletin boards.
7. Oversee preparation of posters and brochures about the church.
8. Maintains a relationship with the religion editor of local newspapers.
9. Arranges for all direct mail campaigns.
10. Arranges for such other communication possibilities as may seem appropriate.

Develops an annual budget.

Composition:

At least one members of Session, one member of the Board of Trustees, two at-large members of the congregation, and a Pastor.

CONGREGATIONAL LIFE

Purpose:

To insure that a variety of fellowship programs, enrichment, and spiritual growth opportunities are offered to the membership. Through its subcommittees, the Congregational Life Committee establishes supports and coordinates a variety of programs to promote fellowship, enrichment and spiritual growth among the members of the church.

Sub-Committees:

The following sub-committees report to the Congregational Life committee:

1. Fellowship
2. Recreational
3. Kitchen Cabinet
4. Men's Group

Particular Responsibilities:

Fellowship:

Organizes social events such as; the Fall Festival, Bubba Bake Off and Spaghetti Dinner, (a joint event with the Men's Group), Adult & Family Fellowship, and the Easter breakfast after the sunrise service.

1. Supports wellness, growth, and supportive ministry for married adults.
2. Integrates spiritual and psychological aspects in educational and fellowship activities for adults.
3. Identifies parenting needs.
4. Supports retreat ministries.
5. Develops fellowship events that may lead to mission funding in consultation with the Mission Committee.
6. Provides for educational enrichment at fellowship events.
7. Develops an annual budget for this area.
8. Provides appropriate information to Webmaster.

Kitchen Cabinet:

1. Supports retired men in the congregation.
2. Provides luncheon fellowship opportunities.
3. Identifies spiritual and psychological needs of retired men.
4. Provides bi-annual opportunities for retired men and spouses for fellowship.
5. Supports outings for retired men.
6. Provides for educational enrichment at meetings.
7. Develops an annual budget for this area.
8. Provides appropriate information to Webmaster.

Men's Group:

1. Supports adult men in the congregation.
2. Provides monthly fellowship opportunities.
3. Identifies spiritual and psychological needs of adult men.
4. Supports outings for adult men.
5. Provides for educational enrichment at meetings.
6. Develops events that may be used for fundraising for mission in consultation with the Mission Committee.
7. Develops an annual budget for this area.
8. Provides appropriate information to Webmaster.

Recreation:

1. Develops and organizes various individual and team sport activities.
2. Helps to organize the annual church picnic.
3. Develops and organizes small group recreational activities; i.e., theater groups, film groups, cycling groups, dinner groups, white water rafting expeditions.
4. Ensures a balance between married and single participation in recreational activities.
5. Develops an annual budget.
6. Provides appropriate information to Webmaster.

Develops an annual budget.

Composition:

Two members of Session, one member from the Board of Trustees, one member of the Board of Deacons, one member of each sub-committee and a Pastor.

MEMBERSHIP AND OUTREACH

Purpose:

To develop and implement a program of evangelism for The Presbyterian Church of Barrington. To encourage a spirit of welcome within the church. To provide a program by which membership is offered to persons not currently affiliated with The Presbyterian Church of Barrington and by which those persons are successfully assimilated into our congregation. To encourage volunteerism as both a means to serve and to contact prospective members. To oversee the relationship of The Presbyterian Church of Barrington with other Presbyterian, ecumenical, interfaith entities, and community groups (academic institutions, civic, and cultural groups) with whom the church shares a common vision.

Sub-Committees:

The following sub-committees report to the Membership and Outreach committee:

1. Community Connections
2. New Members

Particular Responsibilities:

Community Connections:

1. To encourage community relationships as a means of making prospective members aware of our church and its mission.
2. To coordinate and oversee all relationships with the Presbytery of Chicago, the Synod of Lincoln Trails, and all other academic, civic, cultural, and ecumenical groups.

New Members:

1. To ensure that visitors feel welcome in our church.
2. To provide opportunities for persons who express membership interest to learn about the life and ministry of the church.
3. To oversee the assimilation of new members.
 - a. To encourage and celebrate volunteerism in the community.
 - b. To encourage and facilitate volunteerism in the church.
4. To consider options and issues relating to membership growth.

Develops an annual budget.

Composition:

Two members of Session, one member from the Board of Deacons, at least two at-large members from the congregation, and a Pastor.

MISSION

Purpose:

To develop and oversee an outreach ministry of the church that reflects love for the community, denomination and the larger world.

Sub-Committees:

The following sub-committees report to the Mission committee:

1. Community Ministries
2. Ministries-In-Need

Particular Responsibilities:

Community Ministries:

1. To oversee and strengthen the ministries of the church that serve people in the larger community; including but not exclusively to Christopher House, Home of the Sparrow, and Nueva Esperanza.
2. To develop a calendar of Minute for Mission dates and topics and coordinate the assignment of those dates with other committees of Session and other organizations of the church.
3. To recommend to Session the amount of annual financial support to the denomination.
4. To interpret to the congregation and to involve the members in the work of the denomination and the larger church.
5. To recommend the use of proceeds from special offerings taken at various worship services.
6. To be responsible for the church's representation on ecumenical structures and community organizations.
7. Develops an annual budget.

Ministries-In-Need:

1. To receive, qualify and recommend to Session requests for financial support from potential new ministries outside the church.
2. To orient and receive reports from, and maintain dialogue with, church members who are representatives to denominational bodies.
3. To maintain liaison with the Board of Deacons about programs in which they have joint interest and involvement.
4. Develop qualification guidelines for new and existing missions for the church that will be used to evaluate current mission giving, duration, proposed budget for financial support, and other resources necessary for Session to approve/disapprove.

Develops an annual budget. Provides appropriate information to the Webmaster.

Composition:

Two members of Session, one member from the Board of Deacons, one member of the Board of Trustees, one representative of high school age, up to eight at-large members from the congregation, and a Pastor.

NOMINATING AND LEADERSHIP DEVELOPMENT

Purpose:

To search for and present to the congregation candidates to serve in the capacity of elders, deacons and trustees. To hold at least one training and development class for newly elected officers. To offer ongoing training and development to all officers of the church.

Particular Responsibilities:

1. To present a slate of nominees who will be trained to serve as elders, deacons, trustees and members at large of the nominating committee.
2. To develop an on-going list of potential officers.
3. To present to the Moderator of the Session a list of members for appointment to Session committees.
4. To develop, sponsor, and implement leadership training opportunities for church officers in conjunction with program staff.

Develops an annual budget.

Composition:

As prescribed by the Book of Order: Two Session members with one currently serving who will act as Moderator, one member from the Board of Trustees, one member of the Board of Deacons, five at-large members from the congregation (not current officers), and a Pastor.

PERSONNEL

Purpose:

To oversee the work of the professional staff and to insure that staff members are working harmoniously with other staff members and members of the congregation.

Sub-Committees:

The following sub-committees report to the Personnel committee:

1. Policies and Performance
2. Compensation and Benefits

Particular Responsibilities:

Policies and Performance:

1. Develop and maintain a rational system of personnel policies.
2. Maintain references to the source of all personnel policies.
3. Assure the maintenance of an accessible personnel policy master file.
4. Maintain all employee files.
5. Develop and implement annual reviews of the staff.
6. Share annual reviews in a collaborative manner with all employees.
7. Provide an opportunity for goal setting by each staff member.

Compensation and Benefits:

1. Develop and implement pay scale ranges for non-exempt employees.
2. Develop and implement pay scale ranges for exempt employees.
3. Develop and implement salary reviews for all employees.

Develops an annual budget..

Composition:

Two members of Session, one member from the Board of Trustees (Usually the President of the board), one member of the Board of Deacons; two at-large members from the congregation who have personnel expertise, and the Pastor.

STEWARDSHIP

Purpose:

The Stewardship Committee's goal is to assure that the church has the volunteers and funds necessary to achieve its vision. The committee will recommend for sessions approval before presenting to the congregation the annual budget. The committee is responsible for the running of the annual stewardship campaign and coordinating with the trustees for any other campaigns.

Sub-Committees:

The following sub-committees report to the Stewardship committee:

1. Annual Giving
2. Capital Campaigns

Particular Responsibilities:

Annual Giving:

1. To structure and oversee an annual financial campaign.
2. To structure and oversee the Budget process.
3. To develop means within the congregation whereby members are made aware of the financial needs of the church.
4. To promote stewardship education of the congregation through sermons, Bible studies, personal witness, and Christian Education programs.
5. To develop stewardship leadership among the leadership of the church so that other members will also become personally committed to Jesus Christ as faithful stewards.
6. To develop and coordinate budget plans, templates and guidelines for Session committees to use in the development of their annual budgets.
7. To ensure that annual pledges are acknowledged.

Capital Campaigns:

1. Develops and coordinates capital campaigns in conjunction with the Board of Trustees as directed by the congregation and/or Session.
2. Participates in budget review and approval processes with Session; communicates final budgets to various committee chairs.

Develops an annual budget. Provides appropriate information to the Webmaster.

Composition:

Two members of Session, one member from the Board of Deacons, one member of the Board of Trustees (Trustees Treasurer or designated member), and up to five at-large members of the congregation, and a Pastor.

WORSHIP, MUSIC AND ARTS

Purpose:

To oversee the worship, music and creative arts needs of the congregation and assure quality in the program life of the congregation.

Sub-Committees:

The following sub-committees report to the Worship, Music and Arts committee:

1. Chancel Guild
2. Music and Arts
3. Ushers
4. Communion Preparation

Particular Responsibilities:

Chancel Guild:

1. Decorate interior and exterior church building for special holidays.
2. Order plants, greens, ribbons, candles and supplies.
3. Maintain holiday decorations on a weekly basis.
4. Maintain silver communion ware.
5. Maintain the sacristy.
6. Order and maintain special banners.
7. Maintain communion table needlepoint.
8. Remove and store special holiday decorations.
9. Work with local florist to coordinate proper colors for sanctuary following the church calendar of events.

Music and Arts:

1. Develops and implements a variety of musical opportunities beyond Sunday morning worship service.
2. Develops and implements a music concert series in consultation with the Director of Music.
3. Develops and implements a variety of visual art presentations.
4. Develops and implements a variety of theatrical events in the life of the congregation.
5. Develops an annual budget for this area.

Ushering:

1. Develops and implements standards of conservative dress for men, women, and teenagers who participate as ushers.
2. Helps people to remember to pick up nametags.
3. Greets members and guests as they enter the sanctuary.
4. Escorts members and guests to seats to ensure that the sanctuary is filled from front to back.
5. Seats latecomers when the congregation is standing.
6. Minimizes noise in the Narthex.
7. Assists in taking the offering.
8. Calls paramedics, should the need arise.
9. Assists members and guests in emergency evacuations.

Communion Preparation:

1. Purchases necessary supplies for the Lord Supper.
2. Replaces and stores communion supplies.
3. Oversees and prepares trays for each communion service.

4. Cleans and maintains all communion ware.
5. Oversees and sets up communion table for each service of worship.
6. Oversees and ensures clean up after each communion service.
7. Oversees and prepares for all special communion services.
8. Develops all communion plans in cooperation with the Worship Committee.
9. Develops an annual budget for this area.

Develops an annual budget. Provides appropriate information to Webmaster.

Composition:

Two members of Session, two members from the Board of Deacons, one member of the Board of Trustees, one representative from each of the sub-committees, and the Pastors.