

THE SESSION

General: In all of its operations and procedures the Session of UPC shall be led and controlled by the Presbyterian Church USA Book of Order.

Special:

1. **Stated Meetings**
 - a. All stated meetings shall be set for the third Wednesday of each month, and begin at 5:30 p.m. The session may vote to alter this date and time for a particular meeting, if Holidays, etc., require a change.
2. **Called Meetings**
 - a. The Moderator may call a meeting of the Session at any time and for any purpose within the Book of Order.
 - b. All called meetings shall be limited to the Agenda set by the Moderator for that meeting and may not be amended.

Accountability: The Session is accountable to Mission Presbytery at all times.

Membership:

1. 19 elders-3 classes, 6 members each, plus one elder from the Campus Ministry program under the age of 25 for a one year term. A youth elder may also be elected for a one year term if the Youth Ministry Team recommends a youth to the Nominations Ministry Team.
 - a. Officers include the senior pastor as moderator
 - b. Clerk who is elected yearly
 - c. The Treasurer and Assistant Treasurer who are elected yearly
2. Associate Pastors
3. Staff (non voting)

Meetings:

1. The third Wednesday of each month, 5:30 p.m.
2. Excused absences are granted by the Session, if called in to the church office.
3. A quorum is one third for all stated meetings.
4. A quorum is two plus the moderator for reception of new members or dismissal of members.

Funding: Funding shall come from member pledges, loose offering, Presbyterian Women's pledge, interest income, rent income, prior year pledges, student ministry endowment interest, and reserves. The Session shall approve no final budget where the Treasurer has not certified to the availability of sufficient funds to meet such budget.

Officers:

1. **Moderator** - Senior Pastor of the church shall be the moderator of the session. The Associate Pastors serve as vice-moderators for the session at the discretion of the Senior Pastor.
2. **Clerk** - The Clerk shall record the transactions of the session, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. The Clerk shall be an elder elected by the Session for such term as it determines. The Clerk will also serve as Clerk for congregational meetings.
3. **Treasurer** - The treasurer and assistant treasurer shall be elected annually by the session. The treasurer and assistant treasurer shall see that the following minimum standards of financial procedure are observed:
 - a. The counting and recording of all offerings by at least two duly appointed persons.
 - b. The keeping of adequate books and records to reflect all financial transactions, open to inspection by authorized church officers at reasonable times;
 - c. Periodic reporting of the financial activities to the boards vested with financial oversight at least annually.
 - d. A full financial review of all books and records relating to finances once each year by a public accountant.
 - e. As a part of the budgeting process the Treasurer shall with the advice and consent of the Resources and Planning Ministry Team certify as to the availability of sufficient funds to meet the budget requested. No final budget shall be presented to nor approved by the Session UPC without such certification. The Treasurer shall also certify as to the availability of funds for a particular non-budgeted purpose.
 - f. In addition the Treasurer and Assistant Treasurer annually shall conduct instructional sessions with staff, office personnel, and officers having budget responsibility over the expenditure of funds; such sessions being designed to inform as to the necessity for adhering closely to the approved budget in the obligation of church funds.
 - g. Since Ministry Team Chairs are presumed to have responsibility over their Ministry Team's total budget, and may adjust funds between particular accounts within their purview, it will be the duty of these Chairs to inform the Treasurer or Financial Manager of the adjustment of those accounts that would be affected by a particular payment. The Chairs that would exceed total budgeted amount for that ministry team should authorize no expenditure.
 - h. The Assistant Treasurer shall assist the Treasurer and serve in the absence of the Treasurer.

Session Ministry Team Membership:

1. One year terms
2. Appointed by moderator in consultation with Program Staff and Session
3. At least one active elder per committee
4. The chair will ordinarily be an active elder. If the chair is not an active elder, an active elder will serve as liaison to the session