

Vision

*Highland Presbyterian Church: A creative and dynamic ministry
Providing ever-expanding opportunities for all
To experience and share the good news of Jesus Christ!!!*

...adopted unanimously by Session March 2, 2010

SECTION I: Duties and Responsibilities of an Elder

Role: Session is the leadership body of Highland Presbyterian Church; called to lead, govern, discern and discipline. Session has responsibility for the life of the congregation.

Structure:

1. Nominations for ruling elder are made by a Nominating committee elected by the congregation. Once elected at a Congregational meeting, the proposed elders are given a time of study and preparation, examination by current elders as to their willingness to serve, and finally ordained and installed in a worship service.
2. Term of service is three years, with possible re-election to another three years, for a maximum of six years, after which the person is ineligible for one year.
3. All installed pastors and associate pastors are voting members of Session. The Pastor is the moderator of Session.

General Duties:

1. Read the monthly documents in preparation of the session meeting.
2. Attend all stated and special session meetings.
3. Chair a council or a committee, and send a monthly report to the Clerk of session on week prior to the session meeting.
4. Support the decisions of session.
5. Attend one Presbytery meeting per year.
6. Give the session devotional once per year.
7. Continue in education and mutual growth, perhaps by attending Presbytery Leadership Development day, or other educational opportunities
8. Pray for the congregation.
9. Pray for the lay leaders and pastors of the church.

Responsibilities:

1. Lead congregation to participation in the mission of the church and plan for change, reformation, and renewal
2. Provide that the word of God may be truly preached and received
3. Provide that the sacraments are properly administered and received.
4. Examine and receive members. Other baptized persons can be received by transfer of certificate or reaffirmation of faith through completion of the New Members Class and Session examination
5. Provide for and oversee all public worship in the church.
6. Provide for pastoral care, education and opportunities for service.
7. Oversee the education classes for children, youth and adult.
8. Oversee the congregation in ministries of justice, peace and reconciliation.
9. Challenge the congregation to responsible stewardship.
10. Establish the annual budget, including determining benevolences, and inform the congregation of the annual budget.
11. Examine new elders and deacons.
12. Delegate and supervise the work of the board of Deacons, the board of Trustees and all other church groups.
13. Provide for the administration of the programs of the church, including employment of non-ordained staff, with an annual review of compensation.
14. Provide for the management of the property and facility through the Board of Trustees (see Trustee Manual).
15. Maintain regular and continuing relationship to the higher governing bodies within PCUSA.
16. Serve in judicial matters.
17. Keep an accurate roll of the membership, and grant certificates of transfer, baptism and marriage.
18. Elect a chair of the nominating committee (a congregational committee, not a session committee), a Clerk of Session and a Treasurer for a specific term.