

# Session

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# Vision Statement

**Trusting in God's care,  
Joyfully celebrating Christ,  
We will:  
Grow in faith and service  
Welcome all people  
Embrace God's creation.**

# Mission Statement

**Building on our heritage as a caring community of faith, we commit to:**

- ♦ strengthen our church family through prayer, worship, fellowship, and hospitality**
- ♦ deepen our spiritual study of Scripture and our Christian understanding of the world**
- ♦ demonstrate our faith and love in our community and beyond.**

**BYLAWS OF THE CORPORATION  
OF  
GUILFORD PARK PRESBYTERIAN CHURCH  
GREENSBORO, NORTH CAROLINA,  
PRESBYTERIAN CHURCH (U.S.A.)**

Duly adopted on the 9th day of December, 1984 and revised on the 16th day of March, 2008

**ARTICLE I.**

**Objectives and Purpose**

Section 1. Purpose. The purpose for which the Corporation is formed is to further “the Great ends of the church” as set out in the Book of Order (F-1.0304 ), Presbyterian Church (U.S.A.) and in the Articles of Incorporation.

Section 2. Authority. In carrying out such purpose, the Trustees and the Corporation shall be under the authority of the Session and the congregation and shall in all respects conform to the Constitution of the Presbyterian Church (U.S.A.) (G-4.0101).

Section 3. Limitation of Powers and Duties. The powers and duties of the Corporation and its Trustees shall not infringe upon the powers and duties of the Session.

**ARTICLE II.**

**Members**

Section 1. Eligibility for Membership. All persons on the Active Roll of the church shall be members of the Corporation.

Section 2. Active Members. The roll of Active Members established and maintained by the Session as prescribed by the Book of Order (G-1.04) shall determine those individuals who are active members from time to time.

**ARTICLE III.**

**Trustees**

Section 1. Qualification; Number of Trustees. The Trustees shall be those persons elected, installed and serving as active Elders on the Session of the church. The number of Trustees of the church shall be at all times the same as the number of Elders in active service on the Session.

Section 2. Election. The initial Board of Trustees shall be those persons named in the Articles of Incorporation. Thereafter, the membership of the Board of Trustees shall be identical to the membership

of the Session, not including the pastors, in active service. Election by the congregation and installation as Elder on Session shall constitute a person as Trustee of the corporation and termination for any cause of the active service of a person shall automatically terminate such person as a Trustee of the Corporation.

Section 3. Property Held Pursuant to Trust. Any properties held for the benefit of the church (whether the larger or the particular church) pursuant to an instrument or to other directions creating a trust, express or implied, shall be held and administered according to the intent of the creator of the trust, and the Trustees of the Corporation shall have power to act as the trustees of such trust and be charged with all duties of trustees to implement and carry out the trust purposes.

## **ARTICLE IV.**

### **Meetings of the Board of Trustees**

Section 1. Annual Meeting. The annual meeting of the Board of Trustees shall be held in conjunction with or immediately following the first meeting of the Session of the church held after the annual meeting of the congregation of the Church. Special meetings may be held at any time upon the call of the Session, the President or Vice President, or of not less than one-third of the Trustees then in office.

Section 2. Notices. Notice of the time and place and in case of a special meeting the purpose of every meeting of the Board of Trustees shall be in writing and shall be duly sent, mailed or otherwise delivered to each Trustee not less than ten (10) days before the meeting; provided, that no notice of any regularly scheduled or adjourned meeting need be given.

Meetings may be held at any time without notice if all of the Trustees are present or if those not present waive notice of the time, place and purpose of the meeting, either before or after the holding thereof.

Section 3. Quorum. A majority of the Trustees shall constitute a quorum for the transaction of business, and the action of a majority of the Trustees present at any meeting at which a quorum is present, but in no event less than one-third of the total number of Trustees, shall be the action of the Board of Trustees; provided, that if the Trustees shall severally and/or collectively consent in writing to any action to be taken by the Corporation, such action shall be valid as corporate action as though it had been authorized at a meeting of the Trustees. If at any meeting of the Board of Trustees there shall be less than a quorum present, a majority of those present may adjourn the meeting from time to time until a quorum shall have been obtained.

Section 4. Special Meetings. Special meetings of the Board of Trustees may be held simultaneously with meetings of the congregation or immediately thereafter.

Section 5. Power and Authority. The Board of Trustees shall have power and authority to carry out the affairs of the Corporation and in so doing may elect or appoint all necessary officers or committees; may employ all such employees as shall be requisite for the conduct of the affairs of the Corporation; may fix the compensation of such persons; may prescribe the duties of such persons; may dismiss any appointive officer or agent without previous notice. The Board of Trustees may, in the absence of an officer, delegate his powers and duties to any other officer or a director for the time being.

Section 6. Executive Committee. The Board of Trustees, by resolution passed by a majority of the whole Board, may designate two or more of their number to constitute an Executive Committee who, to the

extent provided in said resolution, shall have and exercise the authority of the Board of Trustees in the management of the business of the Corporation between the meetings of the Board; and the Board of Trustees may appoint members of the Board of Trustees, as in the judgment of the Trustees will be helpful in carrying on the work of the Corporation.

## **ARTICLE V.**

### **MEETINGS OF MEMBERS**

Section 1. Annual Meeting. There shall be an annual meeting of the members of the corporation (G.S. 55A-36).

Section 2. Place and Time. Such meeting shall be held at the same place and time as the annual meeting of the congregation or immediately thereafter (Book of Order G-1.05).

Section 3. Notices. Notices of all meetings of members of the Corporation shall conform in all respects to the notice requirements of meetings of the congregation.

Section 4. Procedural Requirements. The meetings of the members shall be conducted to conform to the procedural requirements of meetings of the congregation.

## **ARTICLE VI.**

### **OFFICERS**

Section 1. President. An Elder who may or may not be a member of the Session, shall be the President of the Corporation, and election by the Session shall constitute a person as President of the Corporation. Conversely, termination for any cause of the active service of that person as an Elder shall automatically terminate such person's term as the President of the corporation.

Section 2. Secretary. The Elder selected to serve as the Clerk of the Session shall be the Secretary of the Corporation, and election by the Session to the office of Clerk of that body shall constitute a person as Secretary of the Corporation. Conversely, termination for any cause of the active service of that person as Clerk shall automatically terminate such person's term as Secretary of the Corporation.

Section 3. Treasurer. The person approved by the Session to serve as the Treasurer of the Church, which person may or may not be a member of the Session, shall be the Treasurer of the Corporation, and approval by the Session of a person for the office of Treasurer of the Church shall constitute that person as Treasurer of the Corporation. Conversely, termination for any cause of the active service of that person as Treasurer of the church shall automatically terminate such person's term as the Treasurer of the Corporation.

Section 4. Other Officers. The Board of Trustees may from time to time select from among their number one or more Vice Presidents, Assistant Secretaries and Assistant Treasurers, with such persons to serve for so long as they shall remain in active service as Elders. The same person may hold any two offices except those of President and Secretary. The Board may also appoint such other officers and agents as may be deemed necessary for the transaction of the affairs of the corporation.

Section 5. Term. The terms of office for the officers of the corporation shall be as set forth in Sections 1 through 4 of this Article, but any officer may be removed from the office at any meeting of the Board of

Trustees by the affirmative vote of a majority of the Trustees then in office, whenever in their judgment the interest of the Corporation will be served thereby. The Board of Trustees shall have full power to fill any vacancies in any offices occurring for any reason whatsoever.

Section 6. Powers and Duties. The officers of the Corporation shall respectively have such powers and perform such duties in the management of the property and affairs of the Corporation, subject to the control of the Trustees, as generally pertain to their respective offices, as well as such additional powers and duties as may from time to time be conferred by the Board of Trustees. No action taken by the officers shall infringe upon the authority of the Session of the church or of the Board of Deacons, if a Board of Deacons exists, and shall be in conformity with the Constitution of the Presbyterian Church (U.S.A.).

Section 7. Checks, Notes, Drafts, Etc. The Board of Trustees may, from time to time, prescribe the manner of making signature or endorsement of bills of exchange, notes, drafts, checks, acceptances, obligations and other negotiable paper or other instruments for the payment of money and designate the officer or officers, agent or agents, who shall from time to time be authorized to make, sign or endorse the same on behalf of the Corporation.

## **ARTICLE VII.**

### **Fiscal Year: Seal**

Section 1. Fiscal Year. The fiscal year of the Corporation shall be the calendar year.

Section 2. Seal. The Board of Trustees shall provide a suitable corporate seal for use by the Corporation if deemed appropriate.

## **ARTICLE VIII.**

### **Amendments**

The Bylaws of the Corporation may be amended, added to or repealed or new Bylaws may be adopted in lieu thereof by the affirmative vote of a majority of the entire Board of Trustees of the Corporation.

## **ARTICLE IX.**

### **Liquidation**

Section 1. Dissolution by Presbytery. If the church is formally dissolved by the Presbytery of which it is a member, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as the Corporation may have shall be held, used and applied for such uses, purposes and trust as the Presbytery may direct, limit and appoint, or such property may be sold or disposed of as the presbytery may direct in conformity with the Constitution of the Presbyterian Church (U.S.A.).

Section 2. Other Dissolution. If the Corporation is dissolved or otherwise ceases to exist under circumstances not enumerated in the immediately preceding paragraph, in such event the property of the Corporation shall be disposed of in accordance with directions of the Session of the Church with respect to personal property and with respect to the directions of the congregation with respect to real property.

Section 3. Property Held by Trust. If any property, real or personal, is held by the Corporation upon a special trust in which the donor of said property has prescribed a particular alternative use in the event the primary use has failed, the intent of the donor with respect to such alternative use and with respect to administration of the property shall be observed.

## **ARTICLE X.**

### **Indemnification of Trustees and Officers**

Each Trustee and officer of the Corporation shall be indemnified by the Corporation against expenses reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a Trustee or officer of the Corporation (whether or not he continues to be a Trustee or officer at the time of incurring such expenses), except in relation to matters as to which he shall finally be adjudged in such action, suit or proceeding to be personally liable. The foregoing right of indemnification shall not be exclusive of other rights to which any Trustee or officer may be entitled as a matter of law.

**BYLAWS OF THE CONGREGATION**  
**OF**  
**GUILFORD PARK PRESBYTERIAN CHURCH**  
**GREENSBORO, NORTH CAROLINA**

Approved by the congregation, April 16, 2008

**Article I: Name**

1. The name of this church shall be the Guilford Park Presbyterian Church, Greensboro, North Carolina, a congregation of the Presbyterian Church (U.S.A.).

**Article II: Purpose**

1. Guilford Park Presbyterian Church, Greensboro, North Carolina has been called by God and organized to be obedient to Jesus Christ, serving the cause of Christ in the world and furthering “the Great ends of the church” as set out in the Book of Order (F-1.0304), Presbyterian Church (U.S.A.)

**Article III: Governance of the Church**

1. This church shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.). Consistent with that Constitution, these bylaws shall provide specific guidance for this church.

**Article IV: Meetings of the Congregation**

1. Annual: As per the Book of Order, G-1.0501. The Annual Meeting of this congregation shall be held in the church building ordinarily the first half of February. The purpose of the meeting shall be to: receive an Annual Report of the previous year with a year-end financial statement for the church and the Session’s approved budget for the current year; vote on any changes to the Terms of Call for pastor(s); elect the congregational members to the Nominating Committee; and to transact such other business as may come before it by Session.
2. Election of Elders on Session: As per the Book of Order, G-1.0503. A Special Called Meeting of the congregation shall be held in the church building ordinarily in October. The purpose of the meeting shall be to elect elders to the Session and to transact such other business as may come before it by Session.
3. Special Meeting of the Congregation: As per the Book of Order, G-1.0501.
4. Entitled to Vote: As per the Book of Order, G-1.0501.
5. Parliamentary Authority: As per the Book of Order, G-3.0105, the most recent edition of Robert’s Rules of Order, other than specified in these bylaws, shall be the general rules of order for meetings of



the congregation as well as the Session and committees, boards, and task forces. All meetings shall be opened and closed with prayer.

6. Calling a Meeting: As per the Book of Order, G-1.0502.
7. Notice of Meetings: As per the Book of Order, G-1.0502.
8. Business: As per the Book of Order, G-1.0503.
9. Quorum: A quorum of not less than ten (10) percent of the active membership shall be required for the transaction of business at any annual or special meeting. As per the Book of Order, G-1.0501, all Active Members present shall be entitled to vote.
10. Moderator: As per the Book of Order, G-1.0504, the Pastor shall be the Moderator and shall preside over all meetings of the congregation.
11. Secretary: As per the Book of Order, G-1.0505, the Clerk of Session shall be the Secretary for the congregation for all purposes.

## **Article V: Organization**

1. Session: The authority and responsibilities of the Session are enumerated in the Book of Order G-3.02. The Session shall be composed of the installed pastor(s) – the Pastor shall serve as Moderator as per the Book of Order, G-3.0201 – and eighteen elders elected by the congregation, and divided into three classes of six. One class shall be elected at the Special Meeting of the congregation in October to serve a term of three years commencing January 1 or from the date of ordination and installation, whichever is later. In addition, a one year term, pursuant to G-2.0404, shall be filled by an Active Member of high school age, called the “youth elder.” As allowed by the Book of Order, G-2.0404, this congregation does not permit an elder to serve more than four consecutive years; thus, those elected to complete one year remaining on an unexpired term of office are eligible to be nominated for a full three year term, but not if the unexpired term has been longer than one year. No two Active Members of the same immediate family shall be elected to serve concurrently on the Session; the exception would be for the “youth elder.” Active Members shall not be eligible to serve on Session while they are paid church staff; the exception would be for those employed by the Preschool.
2. Quorum: A quorum of the Session shall be the Pastor or other presiding officer and one third of the elders, except for the reception of members of the congregation, when the quorum shall be the moderator and two members of the Session.
3. Attendance of Elders: Any elder who has a total of three unexcused or unexplained absences from regularly stated within any term year (January through December) shall be presumed to have resigned his or her office on the Session.
4. Church Treasurer: As per the Book of Order, G-3.0205, the Church Treasurer shall be elected annually by the Session for a one year term and shall be under the authority of the Session.

5. Nominating Committee: As per the Book of Order, G-2.0401, the congregation shall elect at its Annual Meeting five Active Members to serve for the ensuing year, none of whom are in active service as an officer of the church.
6. Committees, Task Forces, and Entities: The Session shall appoint such committees, task forces, and entities as necessary to carry out their respective responsibilities.
- 7.

## **Article VI: Elections**

1. Elders: As per the Book of Order, G-2.0401, Elders shall be elected at a special meeting of the congregation from a slate submitted by the Nominating Committee and, if there be any, nominations from the floor. Election shall be by voice vote unless the rules be suspended by two-thirds of the members present or when there are nominations from the floor. In either case, the election shall be by secret ballot.
2. Filling vacancies: Vacancies on the Session may be filled by election to unexpired terms at a special meeting of the congregation, although no special election shall be required within three months prior to the Annual Meeting for this purpose. At the special meeting, the same process to elect an elder shall be followed to fill a vacancy, having the Nominating Committee nominate a candidate/s with nominations being accepted from the floor.
3. Eligibility: As per the Book of Order, G-1.0402, all Active Members shall be eligible for election to church office, within the guidelines set forth by the Book of Order and these bylaws.

## **Article VII: Finances**

1. Fiscal year: The fiscal year shall be January 1 through December 31.
2. Budget: A budget shall be prepared ordinarily at the end of each calendar year. No later than January, the Session shall approve a finalized annual budget for church operations and said budget shall be presented to the congregation at the Annual Meeting of congregation.
3. Terms of Called for Installed Pastors: As per the Book of Order, G-1.0503, the Terms of Call for the installed pastor(s) shall be reviewed annually and changes to the Terms of Call shall be recommended to and approved by the congregation at the Annual Meeting. The Terms of Call of the pastor(s) shall be stated as separate line items in the budget.
4. Solicitation of funds: No solicitation of church members shall be conducted without the express approval of the Session.

## **Article VIII: Amendments**

1. Except those provisions which are required by the Book of Order, these bylaws may be amended, altered and revised or repealed by a two-thirds vote of Active Members present at any regular or special meeting, providing the notice of said meeting should include a description of the proposed amendment.

Article IX: Effective Date

1. These bylaws shall be effective on January 15, 2017, and shall supersede and repeal all previous bylaws of the congregation.

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Dr. Jeff Paschal  
Pastor and Moderator of Session

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Elder Tim Peck  
Clerk of Session

# GENERAL GUIDELINES FOR ALL STANDING COMMITTEES

Revised by Session: 1/15/17

## Standing Committees:

Adult Education	Mission
Children & Youth	Membership
Congregational Care	Personnel
Fellowship	Property
Finance & Stewardship	Worship
Justice & Peacemaking	

## Note

The Nominating Committee is a committee of the congregation, not the Session.

1. Report and be accountable to Session.
2. Be chaired by a current member of Session.
3. Committees shall consist of suitable numbers of active members, recruited at least annually by the Chairperson in consultation with the committee's staff liaison and approved by the Session. In the recruitment of committee members, care shall be given to identify both veteran and new members who have God given interests, skills, and abilities that will enhance the successful work of the committee. Care shall also be given to assure wide congregational participation and new leadership development. The expression of the value of diversity and inclusiveness contained in the Book of Order, G-3.0103, shall be honored. At their core, each committee and each committee member will be open to God's call and purpose. It is expected that the Holy Spirit will guide this recruitment process.
4. Staff members shall serve as "ex-officio" members.
5. Ideally, a person should serve as a full, voting member of only one Standing Committee at a time.
6. Each Standing Committee is expected to involve and consciously integrate a balance of new and veteran participants into the work of the committee. This may be accomplished by inviting/encouraging members from the broader congregation to serve on a sub-committee or a special project. Since they are offered solely as opportunities for service, and impart no full committee membership or voting privilege, there shall be no limits to the number of such sub-committee/special project service opportunities a church member may assume and no time limit with respect to their service on same.
7. Meet at least monthly, except in July, opening and closing with prayer.
8. Oversee, prepare, and submit the committee's budget.
9. Stay within Session approved budget or seek Session approval for changes.
10. Obtain approval from Session before raising funds.

11. Report regularly to Session by written minutes the decisions, activities, and work of the committee. Prior Session approval is not required when a committee is acting within its stated responsibilities; provided, however, that Session may in its discretion overrule or ask for a reconsideration of any committee action.
12. Promote committee activities and events using printed and electronic media.
13. Evaluate regularly all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.
14. Conduct meetings informally, deciding issues by consensus rather than vote when possible; when necessary, follow Robert's Rules of Order.
15. Changes to committee's purpose or responsibilities must be approved by Session.
16. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.
17. Assist the committee chair in preparing the Annual Report.
18. Provide to staff guidance, support and encouragement, recognizing that the Pastor, as Head of Staff, has supervisory responsibilities.
19. Procure all equipment, materials and supplies needed for the committee's work within the committee's budget or with Session's prior approval for items not within the committee's budget.
20. Exceptions to these guidelines may be granted by the Session.

# RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

Approved by Session: 8-26-06

## **All chairs shall**

1. Recruit committee members, soliciting information from the staff and from other committees as needed to locate persons appropriate for the committee.
2. Encourage committee members to participate by delegating and explaining tasks, monitoring and supporting progress on projects, providing needed resources, and recognizing/praising the service given.
3. Hold regular monthly meetings and document them with written minutes.
4. Prepare and distribute a meeting agenda to all committee members and the pastors so that all committee members have an opportunity to review the agenda before meeting, but no event later than the Sunday before the scheduled meeting.
5. Appoint a committee secretary to record, copy and distribute meeting minutes to committee members and Session.
6. Ensure that the committee fulfills its stated responsibilities.
7. Publicize and promote the committee's activities and events using printed and electronic media.
8. Prepare the committee's Annual Report with input from committee members.
9. Ensure continuity of leadership by conveying needed information to the next chair.

# RESPONSIBILITIES OF COMMITTEE MEMBERS

Approved by Session: 8-26-06

1. Approach committee work as an opportunity for personal spiritual enrichment and for service to others for the glory of God.
2. Consider the overall mission and welfare of the Church in committee decisions and work.
3. Attend meetings, arriving on time, prepared to address the matters on the agenda, and ready to work.
4. Participate in debate, but support decisions reached.
5. Accept assignments when appropriate, but decline assignments when necessary for self or Church.
6. Be accountable for completing responsibilities, seeking assistance or relief when necessary.

# DEFINITIONS AND PURPOSES OF ENTITIES

Approved by Session: 8-26-06

## **Committee**

A standing entity under the direct authority of the Session with a stated purpose and responsibilities.

## **Subcommittee**

An entity established by the Session or a Committee and under the direct authority of a Committee, that has a stated purpose and responsibilities determined by the Session or that Committee.

## **Task Force**

A temporary entity established by and under the authority of the Session, Committee, or Subcommittee which ceases to exist when it has completed its specified task.

## **Coordinator**

A position established by and under the authority of the Session, a Committee, or Subcommittee for the purpose of carrying out stated responsibilities.

## **Liaison**

A person designated by a group to communicate with a Committee or Subcommittee.

# COMMITTEE PURPOSES

Revised by Session 2/21/10

## **ADULT EDUCATION**

To deepen the quality of personal and communal Christian living by providing opportunities for education and spiritual formation and growth for adult members of the congregation.

## **CHILDREN & YOUTH**

The Children & Youth Ministries Committee's purpose is to develop and nurture a belief and trust in Jesus Christ in our children and youth through a Christian Education program, including study, prayer, and opportunities for fellowship, service and building relationships.

## **CONGREGATIONAL CARE**

To extend the love and compassion of Christ to the church family in times of need, sorrow, illness, and joy.

## **FELLOWSHIP**

To provide activities, celebrations and opportunities for the church family to interact in meaningful fellowship, in order to strengthen our corporate bonds and to deepen personal relationships among us.

## **FINANCE & STEWARDSHIP**

To identify the financial and personal resources within the congregation, to supervise and manage the financial resources of the church, and to challenge the congregation to responsible stewardship of time, talent and treasure.

## **JUSTICE & PEACEMAKING**

To advocate and work for justice and peace, in accordance with the principles and goals affirmed in the document, "A Social Creed for the 21st Century," approved by the Presbyterian Mission Agency's Advisory Committee on Social Witness Policy at the 218th General Assembly of the PC(USA) in 2008, which is attached and incorporated by reference into this committee description.

## **MISSION**

To encourage and lead the congregation in Christian service in the local, national, and world communities.

## **MEMBERSHIP**

To lead the congregation in introducing people to Christ, our church, and its beliefs and ministry and in providing welcome and hospitality to newcomers.



## **NOMINATING**

To nominate persons with exceptional Christian faith, devotion, and leadership qualities to serve as officers of the church, in accordance with the Book of Order.

## **PERSONNEL**

To provide an orderly process for the session to retain quality employees in a positive and supportive workplace as well as to provide support and evaluation of the staff and support, evaluation, and counsel to the pastoral staff.

## **PROPERTY**

To provide for the maintenance, repair, enhancement, use, and security of the buildings, grounds, and equipment, all of which supports the life, mission and ministry of the church.

## **WORSHIP**

To provide for the Christian "worship of the people of God" (G-3.0201a) that "joyfully ascribes all praise and honor, glory and power to the triune God" (W-1.1001) in a way that will offer spiritual meaning, comfort, challenge, and a sense of community and in keeping with the Reformed Tradition and the Book of Order of the Presbyterian Church (U.S.A.).

# SESSION MONTHLY AGENDA ITEMS

## January

Elect Clerk of Session (G-3.0104).

Elect Treasurer (G-3.0205).

Elect the President of the Corporation of Guilford Park Presbyterian Church.

Compose a list of persons for elders on Nominating Committee to contact to serve on said committee.

Approve date in early February for annual meeting of the congregation to receive the Annual Report, answer questions concerning the approved Budget, act on any changes to the Terms of Call for installed pastors.

Finalize and approve budget (if not done in Dec.).

Review Vision and Mission Statements.

Approve Communion dates for coming year.

Set date for Session Retreat.

Discussion of Confidentiality.

## February

Approve the committee memberships.

Approve General Assembly Statistical Report.

Call a Congregational Meeting to elect members of Nominating Committee.

Remind committee chairs to review Church Manual sections for additions/changes.

## August

Request committees begin work on their budget proposals for the coming year.

## September

Receive committee budget proposals.

Approve date in October for annual meeting of the congregation to elect elders.

Clerk of Session and Pastors review church rolls.

## October

Session Elders turn in pledges for next year.

Elect next year's class of elders at congregational meeting.

## November

Act on a recommendation concerning the annual review of the Church Rolls (G-3.0204).

Distribute last year's Annual Reports to chairs along with a blank Annual Report Form.

Distribute Committee Preference Forms to new and continuing Session members.

Adult Mission Trip

## **December**

Elect two (2) elders for Nominating Committee. (See Nominating Committee)

Approve the committee assignments and chairs for all Session members.

Invite and examine newly elected and trained members of Session (G-2.0402).

Finalize and approve budget.

Evaluate Session's year.

Share appreciation to and affirmation of Elders who are rotating off Session.

# SESSION MEMBER COMMITTEE PREFERENCE FORM

Each member of the Session has the responsibility to serve as chair or vice-chair of a committee for the coming year or serve as Clerk. Read carefully the committee purposes and responsibilities found in your Church Manual of the Session as you seek to prayerfully discern where God wants your energies and leadership abilities for the coming year. A first, second, and third choice will provide some flexibility in resourcing committees to their maximum potential. The Pastors and Staff will use this in formulating a proposal to the entire Session in December. Please complete this form and return it to the Pastor's box no later than the first Sunday of December. Thank you for your prayerful consideration of this important matter.

Please place a 1, 2, and 3 next to your first, second, and third choices. Place an "X" on a blank for any that you definitely would not want to do.

\_\_\_\_\_ Clerk of Session (G-3.0104 Keeps the minutes of the Session and congregation as well as the rolls of the church, assists with the reception of new members during worship)

\_\_\_\_\_ Adult Education

\_\_\_\_\_ Children & Youth

\_\_\_\_\_ Congregational Care

\_\_\_\_\_ Fellowship

\_\_\_\_\_ Finance & Stewardship

\_\_\_\_\_ Justice & Peacemaking

\_\_\_\_\_ Mission

\_\_\_\_\_ Membership

\_\_\_\_\_ Personnel

\_\_\_\_\_ Property

\_\_\_\_\_ Worship

Any comments or considerations you would like to share:

Signed: \_\_\_\_\_

# ANNUAL CHURCH CALENDAR

Revised 1/15/17

## **JANUARY**

Ordination/Installation of Elders  
Confirmation Class begins  
Sexuality Retreat for Youth

## **FEBRUARY**

Souper Bowl Sunday  
Session Retreat  
Annual Congregational Meeting  
Church's birthday  
Sr. High Youth Sunday  
Chili Cook-off  
Ash Wednesday

## **MARCH**

Palm Sunday pancake breakfast  
Maundy Thursday Communion Service  
Easter - One Great Hour Sharing received

## **APRIL**

(Holy Week & Easter events if not in March)  
Communion Preparation Class for 2nd Graders

## **MAY**

Wills Emphasis Sunday  
Confirmation  
Spring Festival  
Recognize Graduates  
Youth Beach Trip  
PW Salad Supper - Life Membership Award  
Mission Fundraiser

## **JUNE**

Youth Mission Trips  
Montreat Youth Conference  
Chancel Choir summer vacation begins  
Vacation Bible School

## **JULY**

Massanetta Middle School  
Camp Grier Summer Camp for elementary students  
YES summer vacation begins  
One service

## **AUGUST**

Rally Day  
Acolyte Training and Commissioning  
Chancel Choir returns  
Commissioning of Sunday School Teachers and Leaders

## **SEPTEMBER**

Pig Pickin'  
PW Fall Gathering

## **OCTOBER**

Children's Sunday/Sabbath with Bible presentations  
World Communion (1st Sunday): Peacemaking  
Offering received  
Annual Congregational Meeting to elect Elders  
CROP Walk  
PW Fall Retreat  
Stewardship Campaign begins  
Hayride and Hotdog Fellowship Activity  
Reformation Sunday (last Sunday): Honoring 50 plus members

## **NOVEMBER**

All Saint's Sunday (1st Sunday): Remembering the Saints candles

Middle School Youth Sunday

Dedication of Pledges

Stewardship Fair

Collection for GPPC college student care packages

## **DECEMBER**

Care packages sent to GPPC college students

Hanging of the Greens and Soup Supper

Christmas Breakfast

Angel Tree Network Project and Party

Children's Christmas Pageant

Music Sunday

Christmas Joy Gift Offering received

Christmas Eve Worship at 4 and 7 p.m.

# 2008 ANNUAL MEETING OF THE GUILFORD PARK PRESBYTERIAN CHURCH CONGREGATION AND CORPORATION

Wednesday, February 13, 2008 6:45 p.m.

## **Call to Order, Declaration of a Quorum, Purpose of the Meeting, and Prayer**

The Rev. \_\_\_\_\_, Pastor

## **Presentation of the written 2007 Annual Report**

The Congregation is invited and encouraged to read these reports and bring questions to the authors of the reports, the pastors, or the Session.

## **Meeting of the Corporation & President's Report**      Elder Tim Peck, President

## **Terms of Call for the Pastor**      Elder \_\_\_\_\_, Personnel Committee Chair

## **Election of the congregational at-large members**

**to the 2008 Nominating Committee** Elder \_\_\_\_\_, Chair

Jenny Beale, David Hamilton, Becky Holt, Jill Moore, and Amanda Row.

## **Reading of the Minutes for Correction**      Elder \_\_\_\_\_, Clerk of Session

## **Adjournment and Prayer**      The Rev. \_\_\_\_\_, Pastor

# ANNUAL CONGREGATIONAL MEETING

## Guilford Park Presbyterian Church

February 13, 2008

The Congregation of the Guilford Park Presbyterian Church of Greensboro, North Carolina met on Wednesday, February 13, 2008, in the Fellowship Hall at 6:45 p.m. for the Annual Congregation Meeting to receive the 2007 Annual Report, act on a recommendation from the Session to change the Terms of Call for the Associate Pastor, and elect congregational representatives to the 2008 Nominating Committee. A quorum was declared to be present and the call of the meeting set by the Session on January 5, 2008, was found to be in order. The meeting was called to order and opened with prayer by the Moderator and Interim Pastor, Rev. Gavin D. Meek at 6:45 p.m.

The printed Annual Report of the congregation was received with Elder Mark Boehmer, immediate past chair of the Finance and Stewardship Committee, making some brief comments on the 2007 Financial Statements.

The meeting was temporarily suspended for the formality of the Annual Meeting of the Corporation delivered by Elder David Taylor, designee of President of the Corporation, Elder Tim Peck. This took about one minute and he reported that the corporation of Guilford Park Presbyterian Church was sound.

The Moderator recognized Elder Melanie Rodenbough, chair of the Personnel Committee, who moved on behalf of the Session that the congregation change, as of January 1, 2008, the Terms of Call for our Associate Pastor, Rev. Margie Boyd in the following ways: Salary \$33,352 to 34,286 plus \$4,000 SSI offset; Housing 18,629 to 19,151; and with the necessary changes to the pension, major medical, death, and dental benefits for a total 77,003 to 79,069. Professional Exp. (Auto, Cont. Ed., Books, etc.) will remain the same at \$3,800. This motion reflects a 2.8% cost of living adjustment suggested by the presbytery which the Session did approve for other staff. This motion, coming from a committee of the whole, needed no second. The motion passed unanimously.

The Moderator recognized Elder Jaime Hendricks who, on behalf of the Session, nominated to serve as the five congregational at-large members to the 2008 Nominating Committee: Jenny Beale, David Hamilton, Becky Holt, Jill Moore, and Amanda Row. This motion, coming from a committee of the whole, needed no second. After explaining to the congregation the change in process from previous years, the moderator opened the floor for nominations. There being no other nominations, \_\_\_\_\_ moved and \_\_\_\_\_ seconded that nominations be closed and the above nominees be elected by acclamation. The motion passed unanimously.

There being no other business, the clerk read the minutes for correction. \_\_\_\_\_ moved, and \_\_\_\_\_ seconded that the meeting be adjourned. The motion passed unanimously.



The meeting was adjourned with prayer by our Associate Pastor, Rev. Margie Boyd at 7:\_\_\_ p.m.

Respectfully submitted:

Attested:

\_\_\_\_\_  
Elder Marjory J. Cromer  
Clerk of Session

\_\_\_\_\_  
Rev. Gavin D. Meek  
Moderator

# CONGREGATIONAL MEETING

## Guilford Park Presbyterian Church

November 11, 2007

The Congregation of the Guilford Park Presbyterian Church of Greensboro, North Carolina met on Sunday, November 11, 2007, in the Sanctuary at 10:45 a.m. for the stated purpose of electing Elders. A quorum was declared to be present and the call of the meeting set by the Session on September 16, 2007, was found to be in order. The meeting was called to order by the Moderator and Interim Pastor, Rev. Gavin D. Meek at 10:45 a.m. and opened with prayer by the Rev., Dr. Robert Herron.

The Moderator recognized Elder Neale Johnson, co-chair of the Nominating Committee who, on behalf of the committee, nominated to the Session the following: Class of 2010: Ed Bonkemeyer, Marge Cromer, Craig McGhee, Teresa McGraw, Charles Purdie, and E.B. Taylor; Class of 2009: Suzie Shackelford; Class of 2008: Jamie Hendricks. Purdie and Shackelford will be ordained and then installed along with Bonkemeyer, Cromer, McGhee, McGraw, Taylor, and Hendricks who are already ordained. These nominations, coming from a committee of the whole, needed no second. The moderator then opened the floor for nominations. There being no other nominations, moved and Luke Ellenwood seconded that nominations be closed and the above nominees be elected by acclamation. The motion passed unanimously.

Elder Johnson, again on behalf of the Nominating Committee, then nominated Kevin O'Shea to a one year term, pursuant to G-14.0201a; this provision of the Book of Order has been previously approved and this practice long established by the congregation. O'Shea will be ordained and then installed along with the other Elders. This nomination, coming from a committee of the whole, needed no second. The moderator then opened the floor for nominations. There being no other nominations, Eleanor Jordan moved and Becky Peters seconded that nominations be closed and the above nominee be elected by acclamation. The motion passed unanimously.

There being no other business the Clerk read the minutes for correction. Pat Weiner moved and Wayne West seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned with prayer by Rev. Meek at 10:59 a.m.

Respectfully submitted:

Attested:

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Elder Neale T. Johnson  
Clerk of Session

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Rev. Gavin D. Meek  
Moderator

# ANNUAL REPORT FORM

\_\_\_\_\_ COMMITTEE  
2017 Annual Report

Chairperson/s:

Committee Members (please list):

Number of Meetings:

Goals for Year (look at last year's report, minutes from beginning of year; list as bullets):

Accomplishments (bullets make reading easier):

Suggested Goals for Next Year's Committee (list as bullets if you wish):

Submitted by:

Other guidelines/suggestions:

Try to keep it to a one page limit for copying purposes and so that it may more likely be read;  
Using bullets are easy for you and again make it more likely to be read; and copy ready.

# ANNUAL REPORT SUBMISSIONS

## **Pastor**

Deacons' Fund

## **Clerk of Session**

Statistical Report on Roles

## **Session Committees**

Adult Education Committee

    Enrichment Series Subcommittee (if applicable)

Children & Youth Committee

    Preschool Subcommittee

Congregational Care Committee

    Congregational Nurse

Fellowship Committee

Finance & Stewardship Committee

    Endowment Subcommittee

    Memorial Fund

Justice & Peacemaking Committee

Mission Committee

Membership Committee

Personnel Committee

Property Committee

Worship Committee

    Columbarium Subcommittee

## **Session Entities and Other**

Nominating Committee

Presbyterian Women

# SAMPLE COMMITTEE AGENDA

\_\_\_\_\_ COMMITTEE

January 9, 2008, 7:00 p.m.

OPENING PRAYER \_\_\_\_\_

ROLL (members present, excused, & absent)

APPROVAL OF AGENDA (adjustments or additions from members, staff, etc.)

APPROVAL OF LAST MEETING'S MINUTES (will be E-mailed or attached)

OLD BUSINESS (list from previous minutes with the responsible person)

NEW BUSINESS (list from committee members, staff, Session, etc.)

NEXT MEETING: \_\_\_\_\_

CLOSING PRAYER \_\_\_\_\_

# COMMITTEE SECRETARY

**Purpose:** To write and distribute the minutes of a particular committee.

**Accountability:** To your committee, team or task force chair.

**Responsibilities:**

1. Record the minutes of the committee, subcommittee, or task force of which you are a member. You do not need to record everything said, just the basic content, as well as specific actions and recommendations to Session. Please place in bold all recommendations to Session and put in CAPS and bold all headings. Please note at the bottom of the minutes all items that need to be placed on the Church Calendar such as events, meetings, activities. Below you will see an example. We recommend e-mailing the minutes to your chair who will then e-mail them to the committee and Session. If not, copy the minutes (double-sided if possible) and place one in each mailbox with a yellow tab or dot (22 copies are needed); this must be done on the third Sunday morning of the month, by 10:45 a.m., so the Session members can obtain and read them prior to the Sunday night Session meeting.
2. Contact your chair if you have any questions.

## Sample Committee Minutes

(name) COMMITTEE/TEAM/TASK FORCE

(date of meeting)

The meeting was opened with prayer by the committee chair, \_\_\_\_\_, at (time)

MEMBERS PRESENT: (list)

MEMBERS EXCUSED: (list)

MEMBERS ABSENT: (list)

VISITORS: (list)

The agenda of the present meeting and the minutes of (date) were approved by common consent. (Or "and the minutes of (date) were approved with the following changes:\_\_\_\_\_".)

OLD BUSINESS:

NEW BUSINESS:

NOTE FOR THE CHURCH CALENDAR:

(date) event/activity

The meeting was closed with prayer by \_\_\_\_\_ at (time).

RESPECTFULLY SUBMITTED,

(type your name)

Last updated: 8/16/2022

# TITLE OF POSITION

## **Purpose**

To provide \_\_\_\_\_ for the \_\_\_\_\_  
Committee.

## **Accountability**

Accountable to the \_\_\_\_\_ Committee.

## **Relationships**

Working with \_\_\_\_\_.

## **Responsibilities**

- 1.
- 2.
- 3.
- 4.

## **Needed Talents Skills, and Knowledge**

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## **Benefits**

The joy of serving God through the mission and ministry of your church.

## **Evaluation**

The program or activity will be evaluated at least annually by the committee.

Approved by date and name of committee

Dear \_\_\_\_\_,

Grace to you and peace from God our Father and the Lord Jesus Christ. We hope this letter finds you well.

As you probably know, the session of our church shares responsibility for the spiritual nurture of the congregation's members. When we miss our members being involved in the worship and mission of the church for two years or more, we wonder how we can help them fulfill their baptismal and confirmation vows and become active again.

On Sundays we worship God with contemporary worship at 9:00 a.m. and with traditional worship at 11:00 a.m. Christian education for all ages is held 10:00 a.m. A professionally-staffed nursery is provided during the entire morning. Throughout the week, there are numerous fellowship and mission opportunities for various ages, as well as growing middle school and senior high school youth groups. This is an active, vibrant community of faith.

We hope you will become involved in the church once again, and we've enclosed a stamped self-addressed postcard so that you may let us know of your intentions and desires.

If you have any questions or concerns, please contact the pastor (336-288-5452) or the Clerk of Session, Tim Peck.

May God bless you in your faith journey.

Peace be with you,

Jeff Paschal, Pastor

Tim Peck, Clerk of Session