

1 **2. MINISTRY TEAMS**
2

3 The Ministry Teams are:

- | | |
|---------------------------------------|------------------------|
| 4 • Administration | 10 • Finance |
| 5 • Adult Nurture | 11 • Mission & Justice |
| 6 • Building & Grounds | 12 • Personnel |
| 7 • Children & Youth + Their Families | 13 • Stewardship |
| 8 • Diaconate | 14 • Worship |
| 9 • Evangelism & Fellowship | 15 |

16
17 The session, through the recommendation of the Administration Ministry Team, assigns each Ruling
18 Elder to a Ministry Team. A Ruling Elder or Lay Leader will be assigned to chair each Ministry Team.
19 Each Ministry Team will seek members from the congregation, with each Ministry Team determining the
20 number necessary to carry out its functions, duties, and responsibilities.

21
22 Session Sub-Committees

23 From time to time, a Ministry Team may deem it necessary to assign a specific portion of its functions
24 and duties to a sub-committee. A sub-committee is given a specific, written charge of function, duty and
25 responsibility for a definite or indefinite time period. The Ministry Team will present to the session, for
26 its consideration and approval, the purpose of the sub-committee, its specific charge, the duration of time
27 the sub-committee will operate, and the sub-committee moderator.

28
29 Sub-committee members include active and affiliate members from the congregation. One elder of the
30 Ministry Team will serve either as the liaison with the sub-committee or as a sub-committee member, but
31 not as the sub-committee moderator.

32
33 Special Committees

34 From time to time, the session may need to appoint a Special Committee either to study and recommend
35 appropriate action or to carry out directions or decisions already made by the session. Members of a
36 Special Committee may include elders (active or inactive), active and affiliate members of the
37 congregation and/or resource persons from outside the congregation who have special qualifications to
38 assist the Special Committee. (Resource persons are advisory only and not entitled to a vote on the
39 Special Committee.) The session appoints the Special Committee Moderator and a secretary.

40
41 The session delineates the specific functions, duties and responsibilities of the Special Committee,
42 together with a period reporting cycle.

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44 Special Committees are appointed for a period not to exceed twelve (12) months. They may be re-
45 appointed for an additional term not to exceed another twelve (12) months. A Special Committee may be
46 dissolved by the session at any stated session Meeting, or at a Called Session Meeting expressly called to
47 consider the Special Committee.

48
49 Task Force

50 A Task Force is appointed by a session Ministry Team and is responsible to that session Ministry Team.

51
52 A Task Force will be given a specific, written charge of function, duty and responsibility and periodic
53 reporting cycles, which will be written into the session Ministry Team's minutes and monthly report to the
54 session. A task force may include members of the session Ministry Team, active and affiliate members of

55 the congregation, and resource persons from outside the congregation who have special qualifications to
56 assist the task force. (Resource persons are advisory only and not entitled to a vote on the task force.)
57

58 A task force is appointed for a term not to exceed twelve (12) months. The Ministry Team at any of its
59 meetings may dissolve a task force.
60

61 Commissions

62 A commission is empowered to consider and conclude specific matters referred to it by the session. The
63 session states specifically the scope of power given to a commission. A commission must keep a full
64 record of its proceedings, which is submitted to the session to be incorporated in the session minutes and
65 regarded as the action of the session. A commission appointed by the session may only consider
66 administrative concerns, problems, needs or differences within Three Chopt Presbyterian Church. A
67 commission shall consist of at least two elders and the moderator of the session or the Associate Pastor.
68 [For specific duties, functions and responsibilities of a session Commission, refer to G-3.0109, Book of
69 Order.]
70

71 Ministry Team Support

72 Church staff and/or experienced / knowledgeable volunteers may be assigned to assist and support the
73 work of each Ministry Team as follows:
74

- 75 1) To provide his/her professional expertise (theological, pastoral and administrative) to the work of the
76 Ministry Team;
- 77 2) To help place the Ministry Team's work in the context of the overall life of the church;
- 78 3) To assist the moderators in the preparation of meeting agendas and the planning of the Ministry
79 Team's work;
- 80 4) To be available - in so far as possible - to attend Ministry Team meetings;
81

82 The current Staff Resource assignments are:

83 Head of Staff (attends meetings as needed)

- 84 • Administration
- 85 • Adult Nurture
- 86 • Building and Grounds
- 87 • Diaconate
- 88 • Evangelism & Fellowship
- 89 • Finance
- 90 • Mission & Justice
- 91 • Personnel
- 92 • Stewardship
- 93 • Worship
94

95 Director of Music Ministries

- 96 • Worship
- 97 • Children & Youth + Their Families (seasonally)
98

99 Director of Youth and Children Ministries

- 100 • Children & Youth + Their Families
101
102

103 Session Ministry Team Monthly Reports

104 All Ministry Teams are required to submit a written monthly report to the Clerk of Session. Reports are
105 to be submitted the Thursday prior to the Monday Stated Session meeting. (Agendas are distributed
106 before the Stated Session meeting.)

107
108 Session Sub-Committees, Special Committees, Task Forces and Commissions

109 A session sub-committee will submit a written report as requested to the Session Ministry Team to which
110 it is responsible. Sub-committee reports, special reports, and requests should be submitted prior to a
111 scheduled session Ministry Team meeting.

112
113 Special Committees, Task Forces and Commissions will submit written reports to the Clerk of the
114 Session. The frequency and timing of such reports will be determined by the Session.

115
116 Session Ministry Team Report Format

117 Reports should include pertinent details so session can understand and appreciate the work of the body,
118 but the report should not be simply meeting minutes. The report shall follow this format:

119
120 **(Name) Ministry Team – Report To Session – Chairperson (Name)**
121 **Stated Session Meeting - Day Month Year (e.g. 11 Oct 2021)**

122 **Calendar Items:** *Please list dates relevant to upcoming ministry team activities & functions.*

123 **Consent Agenda:**

- 124 ● List item here
125 ● List item here
126 ● List item here

127 *The Consent Agenda can be puzzling at first. It is for items that are simple “motions” that are not*
128 *expected to require discussion; kind of like a “rubber stamp”. You will “get the hang of it. Example: a*
129 *motion from the Worship MT for another pastor to fill in for the Pastor during worship on a Sunday.*

130 **Continued Business:**

131 List item here

132 **New Business:**

133 List item here

134 **Monthly Session Report - Details:** *Report details you wish included in the Ministry Teams Report*
135 *compiled by the clerk. Highlight items from recent meetings, or questions for session. Please do not*
136 *underline, and please do not double line space, except between the Bold headings of this template.*
137 *Transposing underlined and bold text varies with different software programs and can become*
138 *problematic when copying to a combined “one” report document.*

139 **Upcoming Leadership Opportunities:**

140 List items here

141 **Attach Web Links:** Attach any pertinent internet links here.

142

143 If more convenient, it is fine to include only the **Bold** highlights for information elders wish to report, and
144 delete the above **Bold** highlights that your MT has no info to report.

145 Also, it is appreciated that elders include in the “**Subject**” line at the top of the email that is sent to the
146 clerk, text similar to this shown below.

147 **Subject:** (Name) Ministry Team – Report for Stated Session Meeting - Day Month Year