

Session
TERMS OF REFERENCE

Purpose

1. To exercise leadership within the congregation of Rideau Park United Church [RPUC] in relation to its spiritual interests;
2. To keep the Roll, Register of the Congregation, and records in relation to its members, adherents, as well as baptisms, marriages and burials,

Structural Accountability

3. To oversee the spiritual interests of Rideau Park United Church per the United Church of Canada manual and to fulfil other duties as may be assigned to it by the congregation or Council.

Responsibilities

1. As set out in Sections 153, 154 and 155 of *The Manual, United Church of Canada, 2001 (The Manual)*;
2. To act as the Court of the Congregation;
3. To act as keeper of the Roll of the Congregation [at RPUC, Session is the first order of Court and Council the second, or senior, order].

Membership

As set out in Sections 145, 146, 147, 128, 150, 151 and 152 of *The Manual*;

In summary, the members of Session are Elders and the members of the Order of the Ministry appointed to RPUC. Elders and Ministers must be members of the United Church of Canada. Each Elder is to be assigned a district of members and adherents, and acts as a point of contact with the persons in his/her district in relation to matters in the life and work of RPUC. Session must have both a Chair and a Clerk, who are charged with specific responsibilities per Sections 156 and 157 of *The Manual*;

At RPUC, Elders are appointed for 3-year terms, which may be renewed. The Chair and Clerk are also appointed for 3-year terms. The terms may NOT be renewed.

Sub-Committees

There are 5 sub-committees of Session: Music, Christian Development, Worship, Pastoral Care, and Social Action and Outreach. The sub-committees have been delegated by Session to exercise a number of its responsibilities [those which correspond to the subject matter of the sub-committees], as set out in Sub-Sections 157(a) iv to, and including, vii, and Section 158 of *The Manual*.

Elders are encouraged to participate in one of the committees of Session and, indeed, many do. Elders also participate in other committees, including ad hoc groups, and activities at RPUC.

Frequency

As set out in Sections 141, 142, 143 and 144 of *The Manual*.

At RPUC, Session normally meets four times a year: usually in September, November, February and April, and meetings coincide with Holy Communion dates. Session Executive [the Chair and Clerk of Session, the Chairs of the Sub-Committees of Session, the Session representative at Council and the Ministers] normally meets twice a year, but this is not essential.

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