The Session of Hope Community Church operates as both a Session and through its standing commissions as designated below to fulfill the duties and responsibilities outlined in BCO 12-5.

**Full Session**

1. **Primary Responsibility:** Oversee the overall spiritual health of the church through prayer, shepherding, and protecting themission and vision.
2. **Specific Responsibilities and Authority:** The following responsibilities will be held by the session as a whole:
	* + Determine the mission, vision, and values for the entire church (BCO 12-5d, e).
		+ Provide care for the church’s pastors and their families.
		+ Determine Strategic Initiatives and New Works (BCO 12-5d, e).
		+ Examine, ordain and install ruling elders and deacons on their election by the church (BCO 12-5b).
		+ Calling of Assistant Pastors (BCO 22-3).
		+ Approve Annual Budget (BCO 12-5b).
		+ Form Judicial Commissions as necessary (12-5a).
		+ Hold Nominations, Conduct Training, Examine, and Hold Elections for new officers (BCO 12-5b).
		+ Review Standing Rules and Commission Structures.
3. **Meeting Focus & Frequency:**
	* Monthly for Prayer and Study.
	* Quarterly for High-Level Church Business. (BCO 12-6)
		+ July – Adopt Budget
		+ October –
		+ January – Mid-year budget review
		+ March – Retreat and Strategic Planning
4. **Membership, Election, and Terms:**
	* **Voting Members:** Senior Pastor, Associate Pastors, and all Ruling Elders as elected by the congregation.
	* **Non-Voting Members**: Invited regularly or ad-hoc at the Session’s discretion.
	* **Terms**: The office of elder is perpetual. Sabbatical process?
5. **Meeting Ownership, Voting, and Operating Norms**
	* **Meeting Owner:** Senior or Associate Pastor chosen by the Session. **“**The pastor is, by virtue of his office, the moderator of the Session” (BCO 12-2). “Additionally, Associate or assistant pastors may substitute for the pastor as moderator of the Session at the discretion of the pastor and Session” (BCO 12-4).
	* **Clerk:** Session shall elect a Clerk from their membership annually to record minutes and submit the minutes annually to Presbytery for review.
	* **Voting:** Quorum is set at one (1) TE and two (2) RE’s. (BCO 12-1). A 2/3 majority shall be required to approve motions (greater than the normal simple majority requirement).
	* **Operating Norms:**
		+ Agenda proposed by moderator and circulated at least 3 days prior. Request additional agenda items as early as possible.
		+ Come prepared by reading any materials ahead of time and ready with thoughts and recommendations.
		+ Commit to and support all consensus decisions made by the group.

**Congregational Care Commissions** – Commissioned by the Session to act on its behalf as outlined in Appendix A, with the following specifically delegated BCO responsibilities:

* 1. Approve People for Membership and Baptism, and grant letters of dismissal. (BCO 12-5a)
	2. Initiate Investigations: study, hear testimony, and recommend course of action to the session (BCO 15-2). CCC's do not have authority to take action regarding the exercise of discipline, only to recommend a course of action to the session.
	3. Approve actions of special importance affecting church property and/or lease agreements for their congregation (BCO 12-5c).
	4. Make decisions regarding the time and number of regular and special worship services (BCO 12-5e).
	5. Approve uses of the church building and associated properties (BCO 12-5e).
	6. Appoint Men & Women from within their Congregation to assist the Deacons by serving on each site’s Mercy Team (BCO 9-7).
	7. Appoint Women from within their Congregation to the Women’s Shepherding Team (BCO 12-5d).
	8. Endorse Candidates for Gospel Ministry to Come Under Care of the Presbytery and/or Initiate Presbytery Internships (BCO 18-2).

**Personnel Commission** – Commissioned by the Session to act on its behalf on personnel matters as outlined in Appendix B.