

TEN THINGS TO DO NOW AND LATER (SESSIONS & CONGREGATIONS)**Now**

1. Study the Foundations (F) in Book of Order (congregation & session).
2. Provide for quorum for congregational meetings (congregation).
3. Provide policy for required meeting notice for stated/called meetings (congregation for their meetings/session for theirs).
4. Provide a process for nominating committee/nominations (congregation).
5. Establish term length for Treasurer and for Clerk of Session (session).
6. Establish supervision for Treasurer (session). [*e.g., could be assigned by session to a committee, Board of Deacons or Trustees*]
7. Develop a strategy for members who have ceased participation (session); "inactive roll" no longer required, although permitted.
8. Adopt a Sexual Misconduct Policy as required by *Constitution* (session).
9. Develop criteria for ordered ministries – election, examination, installation/ordination (session) size of session and Board of Deacons (congregation).
10. Develop/amend Manual of Operations as required by *Constitution* (session).

Later

1. Review the mission strategy of the congregation's ministry (*mission guides form and function*) (session).
2. Ensure church's mission is inclusive and representative (session).
3. Review financial policies and procedures; ensure insurance and liability coverage is adequate and recorded in session minutes; provide for annual financial review (session).
4. Define how to receive and nurture new members (*instruction/orientation/ incorporation*) (session).
5. Develop and maintain three membership rolls (session) [*active, baptized, affiliate*].
6. Provide schedule for observance of Lord's Supper (session).
7. Provide schedule for regular session meetings (*minimum 4X year*) (session).
8. Develop a strategy for participating in the mission and ministry of the presbytery (session).
9. Develop and adopt/review/amend bylaws for congregation and corporation; establish parliamentary procedure for congregational meetings (*RROO or other*) (congregation).
10. Maintain and keep current the Manual of Operations (session).