

TO: Elder/Trustees
FROM: Church Office
SUBJECT: Guidelines for Unicameral Board Meetings
Responsibilities of an Elder/Trustee

updated 7/15/16

- **Meeting Dates and Location.....**

- The Unicameral Board meets regularly on the first Tuesday of each month (except August) at 7:30 PM in the PW Lounge at the Social Center. **From July 2013 Session Minutes -- Permanent Change in July Session Meeting**

The Moderator spoke on the suggestion that because of the Fourth of July holiday that often conflicts with our regular first Tuesday meeting date, it was suggested we permanently change the July regular meeting of Session to the third Tuesday of July. This third Tuesday is actually a half-way point from the June to September meeting (since the Board does not meet in August). **By motion, the Board approved permanently changing the July regular meeting of Session date from the first Tuesday to the third Tuesday of July.**

- **Check Email....**

- Please check your email – the pastor(s), clerk and the church office communicate extensively via email, especially if a special meeting is called. **Session Information Packets** are emailed prior to the Unicameral Board Meeting for your review. If you wish to have a paper copy of the Session packet, please inform the church office.

- **Mailboxes.....**

- Elder/Trustees are assigned mail slots in the Narthex coatroom. On the Sunday immediately prior to a Unicameral Board meeting, agenda and materials for the meeting are placed in your mail slot in a “Blue Folder.” ***Please remove the contents.....leave the folder in the mail slot.*** If you are unable to pick up your paperwork, it will be waiting for you at the meeting on Tuesday evening, along with additional papers.

- **Prayer.....**

- Each month an Elder/Trustee offers a simple prayer at the end of each Unicameral Board meeting - check the ***Elder/Trustee Schedule*** for your date of giving the closing prayer.

- **Presbytery Meetings.....**

- Each Elder/Trustee is asked to represent this Church at the meeting of the Presbytery of Elizabeth. Some meetings are on a Tuesday afternoon/evening and others on a Saturday morning/afternoon. You will be elected as a representative at the Unicameral Board meeting preceding your scheduled date. Dinner arrangements and distribution of the Presbytery meeting’s paperwork are handled by the Church Office. *You may attend as your schedule permits on that particular day, i.e., arriving after dinner.*

- **Absence from Meetings.....**

- If you are unable to attend a Unicameral Board meeting, you are responsible for calling the Church Office 732-491-2300 or email Paul Gunsser, Clerk of Session, at pdg140@yahoo.com so you may be properly excused. ***Refer to Church By-Laws, Section 11- item L.***

- **Serving Communion.....**

- Serving communion is a responsibility of Elder/Trustees and Deacons. Please make every effort to be in worship on your assigned date, or find a substitute (***it must be someone who is ordained and please notify the Church Office of the substitution.***) **Communion servers assemble in the Session Room at 9:00 AM to receive and review the communion instructions.**

- **Authority.....**

- The authority of the Unicameral Board and its commissions is defined in the By-Laws of the Church and, more generally, in the Book of Order.

If you have questions about these or other matters concerning the Unicameral Board, please ask the Clerk of Session or the Church Office. We all look forward to an exciting and challenging year.