

Suggested
MANUAL OF ADMINISTRATIVE OPERATIONS

Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council (G-3.0106). The *Companion to the Constitution* suggests that sessions include the following documents as applicable. At the very least, the manual should include the congregation's bylaws and the policies and guidelines required by the *Book of Order*.

Originating Documents

- a) organizing covenant
- b) list of charter members
- c) articles of incorporation
- d) bylaws
- e) mission statement

Nominating, Electing, and Ordaining/Installing

- a) description of the work of the congregation's nominating committee
- b) elements in the examination by the session of those elected
- c) procedure on the day for ordination/installation

Membership

- a) procedures for contact and invitation for membership
- b) procedures for removing names from the roll

Committees and Organizations

- a) job description of the work of each committee and organization
- b) description of annual sequence of the work required for each committee and organization
- c) time, place, and frequency of meetings of each committee and organization
- d) expectations of persons serving on committees and organizations

Contact with the Presbytery

- a) list of presbytery commissioners
- b) form to nominate persons to serve on presbytery committees

Personnel

- a) position description for each church staff position—paid or volunteer
- b) personnel policies
- c) forms used in hiring, including disclosure forms for prior charges or conviction in sexual misconduct and sexual abuse
- d) description of performance review and compensation review procedure

Finances

- a) church budget
- b) description of procedure for stewardship and pledging
- c) procedures for counting the offering

Calendar

church calendar of events during the year

Annual Meeting

description of preparation for the annual meeting with copy of last meeting

Worship and Sacraments

- a) instructions for ushers
- b) instructions for greeters
- c) instructions for those serving communion
- d) instructions for those preparing communion
- e) procedure for ruling elder assisting in baptism

Safety

- a) sexual misconduct policy
- b) child protection policy
- c) catastrophic event policy