



## **Manual of Administrative Operations**

Every council, including the session, is required to develop a manual of administrative operations (*2011-2013 Book of Order*, G-3.0106). Below are suggestions for creating and managing your Manual and a listing of suggested materials to include in a manual.

### **Creating a Manual of Administrative Operations**

1. Start by collecting documents: bylaws, policies, minutes, incorporation papers
2. Start writing stuff down
3. In all matters of administration, the Constitution of the PCUSA takes precedence
4. Who nominates members of PNC? How many members on a PNC? Who reviews whether members of the PNC are representative of the congregation? Put this in your bylaws and/or Manual
5. Bylaws should be hard to change; Manual should be easy to change.
6. Do bylaws cover items “not proper to congregational meeting”?
7. Who knows where insurance policies are? That could be in the Manual.
8. Who has passwords? That should be known and could be in the Manual.
9. Bring this manual out during officer training.

### **Managing a Manual of Administrative Operations**

10. Your Manual of Operations most likely will be created electronically and then printed. Loose-leaf binders are good for paper copies.
11. Decide how many paper copies the manual you want to maintain –
  - a. One copy for each elder and the moderator? o One or more kept in the church office?
  - b. Copies for committee chairs and the pastor?
12. The electronic copy should be kept handy for updating, but protected so you won't have to start over if someone's hard drive fails or if a memory stick or flash drive is lost.
13. The manual could be kept electronically in a shared Dropbox or Google folder, with only one paper master copy. The shared copies should probably be as PDFs.
14. Any manual will need periodic updating.
  - a. Decide who will be in charge of the update
  - b. One way to keep track of whether a paper copy has been updated is to make replacement and additional pages on colored paper, using a different color each time the updating takes place.

### **List of items to put in your Manual**

This is not intended to be an exhaustive list, but a list to give sessions some ideas about what might be included in such a manual. The original version of this list was found on the PCUSA website, although I have edited it to include items that my session has found helpful to have its *Policy and Procedures Manual*. There are many ways of organizing a manual – the list below suggests one way.

1. *Originating Documents*
  - a. Organizing covenant,
  - b. List of charter members,
  - c. Articles of incorporation,
  - d. Bylaws,
  - e. Mission statement.
2. *Nominating, Electing, and Ordaining/Installing*
  - a. Description of the work of the church officer nominating committee,
  - b. Elements in the examination by the session of those elected,
  - c. Procedure on the day for ordination/installation.
3. *Membership*
  - a. Procedures for contact and invitation for membership,
  - b. Procedures for removing names from the roll.
  - c. If maintaining an inactive roll, rules for moving to that roll and for removing from the roll.
4. *Session*
  - a. Quorum for a session meeting, if not in bylaws
  - b. Session meeting date
  - c. Organization of the session
5. *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, expectations of persons serving on committees and organizations.
6. *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.
7. *Finances*
  - a. Church budget
  - b. Procedure for developing the budget
  - c. Description of procedure for stewardship and pledging,
  - d. Procedures for counting the offering.
  - e. Use of church credit card
  - f. Description of any permanent funds
  - g. How to handle gifts of stock or property
  - Building Use
  - h. Rules for facility use
  - i. Kitchen use
  - j. Application for use
  - k. Hold harmless agreement
  - l. Rental rates

- m. Wedding guidelines
- n. Request for wedding use
- 8. *Calendar*
  - a. Church calendar of events during the year
  - b. Description of preparation for the annual meeting with copy of last meeting.
- 9. *Other Session Policies*
  - a. Use of memorial gifts
  - b. Nursery policy
  - c. Youth driver policy
- 10. *Deacons*
  - a. List of deacon functions and responsibilities
- 11. *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 elder assisting in baptism.