

Appendix T**Manual of Administrative Operation**

In the presbytery, synod, and General Assembly, a manual of administrative operation is required (G-3.0106). Such a manual is desirable for your church (Chapter 12). Below is a partial listing of materials to include in the manual.

- (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.
- (4) *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.
- (5) *Contact with the Presbytery*
 - (a) description of the procedure and report from the triennial visit,
 - (b) catalogue of resource library,
 - (c) directory of committee membership,
 - (d) list of presbytery commissioners,
 - (e) form to nominate persons to serve on presbytery committees.
- (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,

COMPANION TO THE CONSTITUTION

- (b) description of procedure for stewardship and pledging,
- (c) procedures for counting the offering.

(8) *Calendar*

church calendar of events during the year.

(9) *Annual Meeting*

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

(10) *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.