

**Manual of Administrative Operation**  
**Adopted by the Session of \_\_\_\_\_ Presbyterian Church (date)**

In the councils of the Presbyterian Church USA, (session, presbytery, synod, and General Assembly), a manual of administrative operation is required (G-3.0106). Such a manual may include, but not limited by items such as follows:

(1) *Originating Documents*

- (a) organizing covenant,
- (b) list of charter members,
- (c) articles of incorporation,
- (d) bylaws,
- (e) sexual misconduct policy (required by G-3.0106)
- (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) directory of the presbytery staff with responsibilities and contact information listed
- (b) description of the procedure and report from the triennial visit by Committee on Ministry of the presbytery,
- (c) directory of committees of the presbytery, listing all members and staff of the congregation who are serving in leadership
- (d) list of session members elected to serve as 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,
- (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.