

Church Manual of Operations Example of Contents  
Compiled and Updated from the Companion to the Constitution (1997 Ed.)

1. Originating Documents
  - (a) organizing covenant.
  - (b) list of charter members.
  - (c) articles of incorporation.
  - (d) bylaws:
    - Include section stated that bylaws are secondary to Book of Order.
    - Should NOT name committees (session has this power) except for nominating committee details beyond what is already in the Book of Order.
    - Include rules for a quorum, required meeting notice, annual meeting and special meetings.
    - Bylaws can never be suspended, only amended.
  - (e) standing rules:
    - Rules of order originally passed by a majority vote, can be suspended at a meeting by 2/3rd vote. Examples:
      - Date and time of annual meeting.
      - Rules for electing a Pastor Nominating Committee.
      - Process & representation for electing the nominating committee (for elders and deacons)
      - Process for electing elders and deacons (how nominations are submitted, vetting or interviews, voting process when there is more than one candidate for a position, etc.).
2. Membership
  - (a) procedures for contact and invitation for membership
  - (b) membership classes and examination by the session.
  - (c) procedures for removing names from the roll.
3. Committees and Organizations
  - (a) job description of the work of each committee and organization
  - (b) specific powers and authority delegated by the session (e.g. spending limits)
  - (c) description of annual sequence of the work required for each committee and organization,
  - (d) time, place, and frequency of meetings of each committee and organization,
  - (e) expectations of persons serving on committees and organizations.
4. Contact with the Presbytery
  - (a) description of the procedure and report from the presbytery 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.
5. Personnel
  - (a) position description for *all* church staff positions—paid or volunteer,
  - (b) personnel policies,
  - (c) forms used in hiring, including background checks.
  - (d) description of performance review and compensation review procedure.
6. Finances
  - (a) fiscal year, church budget process.

- (b) description of procedure for stewardship and pledging,
- (c) offerings: procedures for receiving, counting, deposits; online giving
- (d) process for encouraging gifts in wills and estates.

7. Additional Policies (Approved by session)

- Sexual Misconduct (required)
- Child Protection (required)
- Building Use for both inside and outside groups (should include permit for outside groups)
- Weddings & Receptions
- Memorial Services
- Worship, Music, Arts
- Other

8. Calendar - church calendar of events during the year.

9. 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.

10. Any other policy or procedure approved by the session.