

# SAMPLE OF MANUAL OF OPERATIONS

## FIRST PRESBYTERIAN CHURCH ANYTOWN, USA

***NOTE: The session should review this model manual, making any desired choices or changes that do not conflict with the Book of Order (BOO), before adopting it and sharing it with the congregation; some parts for congregational approval, some parts for congregational information. All references to the Book of Order begin with a letter, then a number. i.e. G-3.0102.***

### I. PURPOSE

***(Note: You may state your purpose as you like; generally, this statement would not be lengthy.)***

The \_\_\_\_\_ Presbyterian Church is a member church in the Presbytery of the Twin Cities Area of the Presbyterian Church (U.S.A.). It has been called by God and organized by the Presbytery to proclaim the good news of Jesus Christ in worship and service to the needy, and to promote peace and justice in the world.

### II. GOVERNANCE

This church's congregation and session shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.), both its *Book of Confessions* and its *Book of Order*. Subordinate to that Constitution, these bylaws and then the latest edition of Roberts Rules of Order (Newly Revised) shall provide specific guidance.

### III. MEETINGS

The session shall hold stated meetings \_\_\_\_\_ (***"monthly" is recommended***). Special meetings may be called in accord with: G-3.0203.

The congregation shall hold its annual meeting in the church building on the \_\_\_\_\_ Sunday in \_\_\_\_\_. The business at that meeting shall include, but not be limited to, the following:

- Financial report for the preceding year

- Budget for the current year adopted by the session (for information only)
- Any proposed changes in the terms of call for the pastor(s) in accord with G-2.0804
- Nominating committee report for church officers and their election
- Election of members to serve on the current year's nominating committee
- Review of reports from the pastor(s), the session, and all church organizations (for information only)

***(See G-1.0503 for the business that is appropriate for a congregational meeting.)***

Special meetings of the Congregation may be called in accord with G-1.05.

#### **IV. NOTICE OF MEETING**

***Note: The Book of Order Says: Reasonable notice as determined by the session (a minimum of 24 hours is recommended) shall be given of all special session meetings.***

Notice of congregational meetings shall be given at regular services of worship on \_\_\_\_\_ (***“two” is recommended***) successive Sundays prior to each meeting, in accord with G-1.0502. The meeting may be convened following the notice given on the second Sunday.

#### **V. QUORUM FOR MEETINGS**

The quorum for session meetings shall be the moderator and \_\_\_\_\_ (***“a majority” is recommended***) of ruling elders in active service on the session.

The quorum for congregational meetings shall be the moderator and at least \_\_\_\_\_ (***“ten” is recommended***) percent of its active members.

Neither absentee ballots nor voting by proxy shall be permitted in any meetings. (***A Robert's Rules principle***).

## VI. INCORPORATION

In accord with the laws of the State of Minnesota (or Wisconsin), the congregation shall cause a corporation to be formed (G-4.0101), if such has not already been done. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation. ***(NOTE: This might be a good opportunity for the session to see if it can find the incorporation papers, and especially the bylaws, to see if there is a need and what the process is for changing/updating the bylaws.)***

## VII. MEMBERSHIP

In accord with G-1.03, the session shall receive and nurture members of the church. The session shall create and annually review rolls for all baptized members, active members, and affiliate members in accord with G-1.04 and G-3.0204, also maintaining the required registers. ***(Note: We no longer keep an inactive roll.)***

All members shall carry out the ministries of proclamation, sharing the sacraments, and living in *covenant life with God and each other* (G-1.0101). ***(Note: What is the session's policy regarding instruction for new members?)***

## VIII. Worship

The session shall ensure that services of worship of God are regularly and reverently held in accord with the Book of Order Directory for Worship and G-3.0201.

The Sacrament of the Lord's Supper shall be celebrated ***(how often or on what occasions)*** as well as at other special times, as the session may decide in accord with W-2.4009.

The Sacrament of Baptism shall be celebrated in accord with the principles of the Book of Order; Directory for Worship. ***(Note: Does the session have a policy/procedure for visiting with the parents before the baptism?)***