***Presbytery of San Jose Manual of Administrative Operations Manual Outline***

Black text is text that is expected to be in the final document

Red text is instructive as to what is needed in that section

Light blue text provides examples of statements your session may consider

MANUAL OF ADMINISTRATIVE OPERATIONS

Session of \_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CA

Adopted/Revised, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

**The current mission statement for your congregation**

# Originating Documents

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church is a member church in the Presbytery of San Jose 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, serve to the needy and promote peace and justice in the world.

* *List all Originating Documents and the dates they were last amended.*
* *State where historical documents (if you have them) like the organizing covenant, list of charter members, deeds, blueprints, and other historical documents are found.*
* *The articles of incorporation and bylaws should also be attached as an appendix to this manual prior to the Policies.*
* *This section shall also state how and where all the church’s documents and records are kept for use or archived.*

# Governance

As a council of the Presbyterian Church (U.S.A.), the Session of \_\_\_\_\_\_\_\_\_\_ Presbyterian Church is governed by the current edition of the constitution of the Presbyterian Church (U.S.A.) and in accordance with that constitution, its parliamentary authority is the most recent edition of Robert’s Rules of Order, Newly Revised (*Book of Order,* G-3.0105).

# III. Members

The membership of the session is determined by the congregation. The number of ruling elders in active service, their terms of service and the manner of their nomination and election are defined in the congregation’s bylaws.

## Rolls

Rolls shall be maintained by the clerk in accordance with the book of order G-3-0204.

# IV. Nominating, Electing, and Ordaining/Installing

The congregation shall establish a nominating committee annually for the electing of officers (Deacons and Elders) following G-2.0401. Specific Congregation may choose to add to the minimum numbers that are found in G-2.0401 and if that is the case it should be reflected here.

Upon Election, the session is required to prepare and examine Elders and Deacons (G-2.0402). After the completion of the preparation and examination the session shall ordain and install the new leaders following the Book of Order G-2.0403 and W-4.04.

# V. Officers

All officers must undergo training specific to the position they hold within the first year of being elected. In the case of the Clerk of Session and The Treasurer this training is to be done through the Presbytery of San Jose and shall be renewed every 3 years. In addition to this training all officers must undergo the Presbytery of San Jose approved sexual harassment and child protection training. Clergy have additional mandatory responsibilities for trainings under the guidance of COM.

All Officers are also encouraged to reach out to the Presbytery of San Jose for resources and support.

## Moderator:

In accordance with G-1.0504 of the *Book of Order*, the installed pastor of the church is the moderator of the session. When the church is without an installed pastor, the presbytery provides a moderator. Rules governing a presiding officer when the installed or appointed moderator is unable to preside, are contained in G-1.0504 and G-3.0201 of the *Book of Order*. Installed pastors are full members of the session with voice and vote (G-3.0201). Invited or appointed moderators have voice but not vote.

## Clerk

The session elects its own clerk, who shall be a ruling elder and who may be an elder in active service on the session. The clerk is elected for a term of \_\_\_\_\_ year [*years*] or until a successor is elected and may [*may not*] be elected to serve additional successive terms. The clerk’s duties, which include maintaining the church’s rolls and registers and taking minutes at all meetings of the session and congregation, are contained in the *Book of Order*. When the clerk is not present at a meeting of the session, the session shall elect another ruling elder to serve as clerk for that meeting.

## Treasurer

The session elects a Treasurer for a term of \_\_\_\_\_ year [*years*] or until a successor is elected, who may [*may not*] be elected to serve additional successive terms. The Treasurer’s duties are contained in G-3.0205 of the *Book of Order*.

Other Officers if you have them

*The Manual of Administrative operations should also include: the corporate officers; the relationship between the ecclesiastical and corporate bodies; and outside of the annual budget, who is allowed to request unbudgeted expenditures; and designate what officer is allowed to sign contracts.*

# VI. Meetings

## Congregational

The Congregation meets [*annually/biannually*] for stated meetings, at a time and place which is agreed upon by the session. Content of the Meeting is limited to the business which is stated in the call. The business at that meeting(s) 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 BO: G-2.0804 (Shall be done before the end of the fiscal year)
* 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.

## Session

The session meets [*monthly, weekly, quarterly*] for stated meetings, at a time and place which is agreed upon by the session. Special meetings may be called by the moderator with adequate notice as defined by the session to session members, and the moderator shall call a meeting when requested in writing by the presbytery or by any two members of the session (G-3.0203).

Members of the congregation may attend meetings of the session as visitors, without voice or vote. Voice may be granted to visitors by a majority vote of the session, and the session may also vote at any time and for any reason by a majority to go into executive session.

A quorum, for meetings of the session is a majority of its voting members, except when the only business to be conducted is the reception or dismissal of members, in which case the quorum is a moderator and at least two additional ruling elders.

## Electronic meetings

When physical meetings are impractical the session may arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meetings will be given by the Clerk of Session or Moderator. The conduct of electronic meetings will conform as closely as possible to the procedures for physical committee meetings set out in the latest edition of Robert’s Rules of Order, including (but not limited to) those for quorums and recording of minutes. Actions taken in teleconference meetings shall be reported in the same manner as any other actions are reported. Minutes of teleconference meetings shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting, and shall be kept and forwarded in the same way as minutes of physical meetings. In the event that any two members object to the electronic or telephone procedure, then in that case the decision shall either be postponed until the next regular meeting, or, a special meeting must be convened.

## Email voting

Email voting is limited to action items believed to be routine and not controversial. In such cases the chair or moderator of the entity will make a motion (a second is not required) by sending the motion’s text and any significant background material to all members of the body. The Session’s Clerk of Session, moderator, or designated staff member will also include any announcement, which clearly indicates the deadline for receipt of responses and offers any and all members the matter. Members of the group voting will use the “respond all” facility of email or otherwise respond in a way by which all participants can see all the votes. Email voting produces a valid action when the number of voters responding meets or exceeds the group’s normal quorum, and the measure being voted on receives positive responses from at least ¾ of those members who respond. The Chairperson or Moderator will report the result of the email vote, and it will be recorded in the minutes of the next meeting.

# VII. Authority and Responsibilities

In accordance with F-3.0209 of the *Book of Order*, “the jurisdiction of each council is limited by the express provisions of the Constitution, with powers not mentioned being reserved to the presbyteries.” The session’s authority and responsibilities are those specifically defined in *Book of Order* section G-3.02.

## Presbytery

The Session shall be responsible to be connected with the Presbytery. It shall annually state their plan to participate in the Presbytery. This may include the election of commissioners, nominating elders for the work of the presbytery, hosting the presbytery meeting, etc.

The session shall be in contact with the appropriate Presbytery committees according to the standing rules regarding transitions of and issues of significance including but not limited to:

* Pastoral changes and vacancies
* Sale of property
* Issues concerning Sexual Misconduct or Harassment
* Other issues that are set forth in the Presbytery Standing Rules
* Please contact the Executive or Stated Clerk to determine who to contact in the Presbytery for a particular concern.

As a Presbyterian congregation we recognize that the pastor is responsible to both the Committee on Ministry and the session. Pastors are accountable to the Committee on Ministry policies and expectations. When congregation and Presbytery policies are in conflict, the Presbytery policies supersede the congregation policies.

# VIII. Finance

It is the responsibility of the session to prepare and adopt a budget to support the congregation’s mission and determine the distribution of the congregation’s benevolences. This includes authorizing offerings and accounting for the proceeds of such offerings and their disbursements, providing full information to the congregation concerning its decisions in such matters. (G-3.0205: a,b,c). (Insert the congregation's committee responsible for financial decisions) shall review the guidelines of G-3.0205 annually. For all financial affairs not covered by this section, the church should refer to the Presbytery’s Church Treasurer’s Manual as it appears on the website of San Jose Presbytery for further reference.

The Manual of Administrative operations shall include:

1. The procedure for the budgeting process. This should include the committees or officers that are responsible for crafting the budget and a timeline for when the budgeting process is to begin and be completed.
2. The expectations for the Annual Stewardship Campaign
3. List all financial and money handling policies including but not limited to: counting; bank and brokerage account management; signers; reimbursements; gift acceptance procedures; investment policies; etc. and the last time they were amended. These policies shall be included in the Appendix under policies. It will also be helpful to track account access and current online IDs and passwords.
4. The Manual of Administrative operations shall include the process for an annual financial reviewfollowing the guidelines of G-3.0113.
5. The Manual of Administrative operations should also include a statement about leasing of church property and the need for a lease to be signed by anyone using the property for more than 3 days. The lease should follow the guidelines of the Presbytery of San Jose’s Lease Agreement, Long Term Lease, or the Amendment for the Lease if the lease is a renewal of an existing lease. These guidelines will be found on the Presbytery website.
6. The Manual of Administrative operations should delineate whose responsibility it is to fill out and file all required County, State, and Federal forms. These could include but not be limited to Payroll forms, Statement of Information, Form 571 Statements, appropriate tax forms, County religious and welfare exemptions, and the annual statistical report (financial portion). Information about these can be found in the Church Treasurer’s Manual Chapter Three, under Governmental Reporting.

## Property, Insurance, and Facility Use

1. The Manual of Administrative operations shall list who in the church is responsible for the oversight of all facilities of the church including repairs, maintenance, purchases, sales, insurance, and use.
2. The Manual of Administrative operations should list the minimum requirements of insurance related to building replacement, liability, contents, autos, group projects, board indemnity and any other insurance that might be required depending on your location such as flood, earthquake, and the like.
3. The Manual of Administrative operations should list requirements for leasing the church out to non-church groups, delineating potential restrictions on use, prices that might be charged (which would best be a policy in the Appendix), the requirement for leases to be reviewed by the Presbytery Financial Affairs Committee before they are signed and the like.
4. The Manual of Administrative operations should have a place in the Appendix for a complete list of all outside groups and the date that the lease needs to be renewed.

# IX. Ministry Structure

*The manual of Administrative operations should include: a job description of the work of each committee and organization; description of annual sequence of the work required for each committee and organization; time, place, and frequency of meetings of each committee and organization; and the expectations of persons serving on committees and organizations. This section shall state how the Session authorizes and is kept informed about the ministry of the church.*

# X. Staff

*The manual of Administrative Operations should include: a job description for the Pastor and each Staff Member, expectations and their accountability.*

# XII. Worship and Sacrament

*The manual of Administrative operations should include:*

* *a plan for baptism*
* *how someone requests baptism*
* *how and whether the pastor can baptize in an emergency situation*
* *regular communion during worship*
* *extending communion to those who are unable to attend worship*
* *extra-ordinary communion (home communions that are not extensions of worship)*
* *how the communion is reported to the session in each case*
* *A plan for how the session will be annually informed and updated on Directory for Worship*

# XIII. Amendments

This Manual of Administrative Operations is automatically updated by any relevant changes to the *Book of Order*. Other amendments (to articles other than I – III, VI) may be made by majority vote of the session with previous notice, or by a two-thirds vote at any meeting.

# XIV. Policies

* *List all active policies and the dates they were last amended.*
* *All Active church policies should be attached to the Appendix*
* *All Congregations must have Safe Church Policies that either independently or corporately cover the areas of: Child and Youth Protection, Vulnerable Adult Protection and Sexual Misconduct*

# Appendix 1 – Church Calendar

There should be a general Church Calendar of Events during the year.

# Appendix 2 – Policies

*There should be a table of contents for the Appendix. The Appendix should be arranged in the following order: Articles of Incorporation/By-Laws, Safe Church Policy or Policies, all other policies. This section should include all documents which the session has mandated the congregation to follow.*

# Appendix 3 – Guidelines and Good Practices

*There should be a table of contents for the Appendix. This Appendix should include all documents which the session has created or adopted for use in the ministry of the church.*

*Link to Presbytery Clerks Manual*

*Link to Presbytery Treasurers Manual*