

# **Your Congregation's Manual of Operations**

## **Collect things you should already have.**

- Articles of Incorporation
- Note the Legal Name of Church on Articles of Incorporation:
- Current Bylaws with date of adoption or latest revision
- Electronic Meeting Policy (if you vote by email or meet by electronic means)
- Sexual Misconduct Policy with date of adoption or latest revision
- Child and Youth Protection Policy including Youth Protection on Church Activities with date of adoption or latest revision
- Employment Policies with date of adoption
- Wedding Policy with date of adoption
- Funeral Policy with date of adoption
- Building Use Policy with date of adoption
- Other Church Policies

## **Provide**

- Length of Term for the Clerk of Session
- Length of Term for the Treasurer
- How often does the session meet?
- How many members are on session?
- Does the session also serve as the Board of Deacons?
- Does the session also act as the Board of Trustees?
- What are the committees under the session's authority (for example, Worship, Finance, Christian Education, Property, Membership and Nurture, Outreach). Include "job descriptions" for each of these committees.
- How is the leadership of each committee determined (is it an appointed elder, or chosen from the committee membership)? How does the committee report back to session, and how often is it expected to do so?

## **Extra**

- Original Charter and Membership (or copy thereof)

A copy of the Manual should be provided to the moderator, clerk, and to the office for filing and easy access. It can helpfully be shared with the sitting ruling elders (good to offer upon installation), or easily available for their review. Electronic copies may be made available to all of these persons, but physical (paper) copies are highly recommended for placement in a fireproof file cabinet, safe, safety deposit box, and in the clerk's home. A natural disaster is unlikely to strike all of these places simultaneously. You can also send an electronic version to the Presbytery for its files.