

MANUAL OF ADMINISTRATIVE OPERATIONS
St. Andrew Presbyterian Church
Denton, Texas

I. Formation of St. Andrew Presbyterian Church: The purposes for which St. Andrew Presbyterian Church is formed are set forth in the Constitution of the Presbyterian Church (U.S.A.) and include the great ends of the Church: “the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world” (F-1.0304).

The Mission of St. Andrew Presbyterian Church states further, “we proclaim that *all* people are created in the image of God and affirm that each person is a beloved child of God worthy of God’s love and grace. We welcome all, celebrating our differences while finding unity in Christ. No matter who you are or where you are on life’s journey, you are welcome here.”

II. Relation to the Presbyterian Church (U.S.A.): St. Andrew Presbyterian Church of Denton, Texas, is a member congregation of Grace Presbytery in the Synod of the Sun of the Presbyterian Church (U.S.A.).

III. Incorporation: For purposes of receiving, holding, encumbering, managing, and transferring property, real or personal, the congregation of St. Andrew Presbyterian Church shall cause a corporation to be formed in accordance with the State of Texas Business Organizations Code, Title 2 Corporations, Chapter 22, Nonprofit Corporations.

IV. Governance of the Church: St. Andrew Presbyterian Church shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.), the Articles of Incorporation, and the Bylaws of the Corporation. Consistent with these, this *Manual of Administrative Operations* shall provide specific guidance for this church. *Roberts Rules of Order* (Newly Revised) shall be used for parliamentary guidance. All federal and state laws will be followed including all provisions in the Internal Revenue Code.

V. Meetings of the Congregation: All meetings of the congregation shall be held in accordance with the Constitution of the Presbyterian Church (U.S.A.). Both ecclesiastical and corporate business may be conducted at the same meeting of the congregation.

A. There shall be a called meeting of the congregation each fall and an annual meeting of the congregation each January.

1. The following items of business will be voted upon at the called meeting of the congregation in the fall:

- election of elders and deacons for the following year.

2. The following items of business shall be presented as information only at the annual meeting of the congregation in January:
 - annual reports from the session and other organizations of the church,
 - a financial report for the preceding year, and
 - the budget adopted by the session (or in progress) for the current year.
 3. The following items of business will be voted upon at the annual meeting of the congregation in January:
 - changes, if any, to the terms of call for the installed pastor and associate pastor(s),
 - election of at-large members to serve on the nominating committee, and
 - the election of the President and the Treasurer of the Corporation.
 4. The only other items of business permitted at meetings of the congregation are listed in the Constitution of the Presbyterian Church (U.S.A.), G-1.0503.
- B. Special meetings of the congregation may be called by the session, by the presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the congregation. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call.
 - C. Adequate public notice of all meetings of the congregation shall be given, including notice from the pulpit and in print on at least two successive Sundays prior to the meeting. The meeting may be convened on the second Sunday on which notice is given.
 - D. The installed pastor (or transitional pastor when applicable) shall moderate the meetings of the congregation. If the pastor is absent or unable to serve, the associate pastor shall preside at the meetings. If it is impractical for the pastor or associate pastor to preside, the pastor shall invite another minister of the Word and Sacrament who is a member of the presbytery or the person authorized by the presbytery to serve as moderator. When the church is without a pastor or associate pastor, the presbytery shall make provision for a moderator.
 - E. The clerk of session shall serve as secretary. If the clerk of session is not present or is unable to serve, the congregation shall elect a temporary secretary.
 - F. The minutes of all congregational meetings recorded by the secretary shall be attested by the moderator and the secretary, and recorded in the permanent records of the church.

- G. The quorum for all meetings of the congregation shall be the moderator and one tenth of the active membership of the congregation. The secretary shall determine that a quorum is present. The quorum for all meetings of the Corporation is defined in the by-laws of the Corporation.
- H. All active members of the congregation present at any meeting of the congregation are entitled to vote, except when corporate business is involved, in which case only active members of the congregation over eighteen (18) years of age are entitled to vote. Neither absentee voting nor voting by proxy is permitted.

VI. Nominating Committee: The composition and formation of the Nominating Committee shall be as follows:

- A. The nominating committee shall comprise nine (9) members; two shall be elders in active service designated by the session; one shall be a deacon in active service designated by the diaconate; one, who is not an elder or deacon currently in service, shall be designated by the Women of the Church; and five (5) shall be active members at large elected by the congregation. The moderator of the session shall be a member ex officio with voice but without vote.
- B. The five at-large members of the committee shall be elected from the floor at the annual meeting of the congregation. All nominees must have given prior approval for their names to be placed in nomination. If more than five nominations are made, election shall be by ballot. A majority of all active members present and voting shall be required to elect.
- C. One of the two elders in active service designated by the session shall serve as moderator of the committee.
- D. The nominating committee shall bring to the congregation at the congregational fall meeting nominations for the number of positions to be filled for both ruling elder and deacon. In drafting its slates of nominees, the committee shall receive and consider suggestions submitted to it by any active member of the congregation. It shall give notice of its selected nominees on the church's website and in the church bulletin at least seven (7) days in advance of the date of the election.
- E. Full opportunity shall always be given to the congregation for nominations from the floor. All nominees must have given prior approval for their names to be placed in nomination.
- F. If more nominations are made than open positions, either for ruling elder or deacon, election shall be by ballot. A majority of all active members present and voting shall be required to elect.

VII. Elders: Ruling elders, together with teaching elders, exercise leadership, government, discernment, and discipline; and have responsibilities for the life of a congregation.

- A. The ruling elders in active service shall constitute the session. The duties and responsibilities of the session are listed in the Constitution of the Presbyterian Church (U.S.A.).
- B. The ruling elders in active service (over 18 years of age) shall also constitute the board of trustees of the corporation. The duties and responsibilities of the board of trustees are listed in the Constitution of the Presbyterian Church (U.S.A.) and in the bylaws of the Corporation.
- C. The congregation shall elect fifteen (15) ruling elders to serve on the session divided into three (3) equal classes; one class shall be elected each year at the fall congregational meeting to serve a three-year term. No elder having served a full three-year term shall be eligible to be elected to a new term until at least one year has elapsed. An elder who was elected to fill a vacancy for an unexpired term of one year or less, however, shall be eligible for re-election to a regular three-year term without lapse of time between terms.
- D. Those elected ruling elders shall be trained and examined by the session in accordance with the Constitution of the Presbyterian Church (U.S.A.).
- E. The session shall ordinarily meet monthly, but must meet no less than once each quarter. The pastor may call a meeting when he or she deems necessary or shall call a meeting when requested in writing by any two members of the session.
- F. The installed pastor (or transitional pastor if applicable) shall moderate the meetings of the session. If the pastor is absent or unable to serve, the associate pastor shall preside at the meetings. If it is impractical for the pastor or associate pastor to preside, the pastor shall invite another minister of the Word and Sacrament who is a member of the presbytery or the person authorized by the presbytery to serve as moderator. When the church is without a pastor or associate pastor, the presbytery shall make provision for a moderator.
- G. The session, at its first stated meeting of the calendar year, shall elect a ruling elder to serve as clerk of session and shall form such committees (standing or special) as necessary to carry out its work (see Appendix A for a list of session standing committees).
- H. A quorum for the session shall be the moderator and one third of the elders, except for called meetings to receive new members where a quorum shall be the moderator and two elders.

- I. Electronic meetings are permitted when the business is routine and conducted in accordance with *Robert's Rules of Order (Newly Revised)* (see Appendix B for electronic meeting procedures).
- J. The clerk of session is the custodian of the permanent records of the congregation and corporation, including: the minutes of session meetings, minutes of meetings of the congregation, minutes of corporation meetings, minutes of meetings of the trustees, and the rolls of baptized and active members. The permanent records shall be archived with the Presbyterian Historical Society or stored in such other location that provides temperature, humidity, fire and other protection for the preservation of the permanent records.
- K. Each year, the session shall record in the session minutes evidence of review (and update, if necessary) of the church's liability, fire and other multi-peril, and directors and officers insurance policies, and of the following additional policies: manual of administrative operations; procedures regarding allegations of sexual misconduct; child, youth, and at-risk adults protection; and background check procedures for all employees and volunteers.

VIII. Deacons: Deacons serve in a ministry of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.

- A. The deacons in active service shall constitute the diaconate. The duties and responsibilities of the diaconate are listed in the Constitution of the Presbyterian Church (U.S.A.).
- B. The congregation shall elect twenty-one (21) deacons divided into three (3) equal classes; one class shall be elected each year at the fall congregational meeting to serve a three-year term. No deacon having served a full three-year term shall be eligible to be elected to a new term until at least one year has elapsed. A deacon who was elected to fill a vacancy for an unexpired term of one year or less, however, shall be eligible for re-election to a regular three-year term without lapse of time between terms.
- C. Those elected deacons shall be trained and examined by the session in accordance with the Constitution of the Presbyterian Church (U.S.A.).
- D. The diaconate shall ordinarily meet monthly, but must meet no less than once each quarter.
- E. The diaconate, at its first stated meeting of the calendar year, shall elect a moderator, a vice-moderator, and a secretary from among its members and shall form such committees (standing and special) as necessary to carry out its work (see Appendix A for a list of the diaconate's standing committees).

- F. The moderator of the session, or, alternatively, the associate pastor, shall be an advisory member of the diaconate.
- G. A quorum for the board of deacons shall be one third of the members, including the moderator.
- H. Electronic meetings are permitted when the business is routine and conducted in accordance with *Robert's Rules of Order (Newly Revised)* (see Appendix B for electronic meeting procedures).
- I. The moderator of the diaconate (or vice-moderator in the moderator's absence) shall attend the stated meetings of the session as a non-voting observer and provide a report on diaconate activities. He or she shall report, in turn, to the diaconate on session decisions.

IX. Vacancies: Vacancies on the session or diaconate shall be filled as follows:

- A. Vacancies on the session or diaconate may be filled at a special meeting of the congregation or at the fall congregational meeting or annual meeting, as the session may determine.
- B. The nominating committee will bring to the congregation nominations to fill such vacancies.
- C. Election procedures shall be the same as those for electing elders and deacons for three-year terms, including giving the congregation full opportunity for nominations from the floor and voting by ballot if more nominations are made than open positions.

X. Review of the *Manual of Administrative Operations*: Each year, the Communications and Administrations Committee shall review the *Manual of Administrative Operations* to ensure continuing adequacy and on-going conformity with the Constitution of the Presbyterian Church (U.S.A.) and the bylaws of the Corporation, and shall ensure that such review is recorded in the session minutes.

XI. Amendments: The *Manual of Administrative Operations* is an operating manual of the session. It may be amended by a simple majority of elders present at session meetings at which motions for amendments are made, except that any change in the number of elders or deacons elected for three-year terms must be approved by the congregation. All amendments must be consistent with the Constitution of the Presbyterian Church (U.S.A.), the Articles of Incorporation, and the bylaws of the Corporation.

Appendix A Session and Diaconate Standing Committees

The standing committees of the session include the following:

- The *Christian Education Committee* is responsible for all educational endeavors of the church, including children's ministry, youth ministry, adult faith formation, and other educational programming as appropriate. The committee is responsible for the triannual review of the church's *Handbook on Abuse Prevention for Children, Youth and At-risk Adults*.
- The *Communications and Administration Committee* is responsible for the communications needs of the church, including internal and external communications, social media, advertising, branding, and other communication needs. The committee is responsible for the triannual review of the church's *Manual of Administrative Operations* and the triennial review of its *Corporate Bylaws*.
- The *Mission Committee* is responsible for the mission endeavors of the church, including mission trips, disaster relief efforts, and special mission events. The committee makes recommendations to the session concerning the church's financial commitment to the denomination and presides over the church's financial contributions to charitable organizations.
- The *Officer Nominating Committee* nominates slates of elders and deacons to be presented at the fall congregational meeting as well as candidates to fill elder and deacon vacancies as they occur.
- The *Personnel Committee* is responsible for ensuring the annual review of all church staff (ordained and non-ordained), for bringing recommendations for changes in staff compensation to session, and for employing the administrative staff of the church. The committee is responsible for the triannual reviews of the church's *Policy and Procedures Regarding Allegations of Sexual Misconduct* and its *Personnel Manual* (which contains the church's equal opportunity statement and background check procedures).
- The *Property Committee* is responsible for all matters relating to the church's physical plant, surrounding grounds, and vehicles. The committee is responsible for the annual review of the adequacy of the church's property and liability insurance.
- The *Stewardship and Interpretation Committee* develops the church's operating budget, brings it to session for adoption, and oversees its implementation, including its presentation to the congregation at the congregation's annual meeting; and monitors it monthly. The committee is responsible for an annual review (or audit) of the church's finances.
- The *Worship and Music Committee* assists the pastors in planning and preparing for worship as well as seasonal celebrations and special events in the sanctuary. In addition, it makes recommendations for use of the sanctuary by non-church groups. The committee is responsible for submitting to session for approval no later than the session's December stated meeting a proposed schedule for the Sacrament of Holy Communion for the following calendar year.

Elders are assigned to standing committees by the session moderator and ordinarily serve as moderators of their respective committees.

The standing committees of the session may establish subcommittees as needed to assist in accomplishing the standing committees' missions. The standing committees and their subcommittees are encouraged to seek diversity with regard to gender, age, new vs. established members, and ethnicity when selecting at large members.

The standing committees of the diaconate include the following:

- The *Outreach Committee* is dedicated to extending the church's mission outside the walls of the physical church, into the community and beyond, to serve those in need and to represent the church at appropriate community events and with appropriate community endeavors.
- The *Hospitality and Membership Committee* comprises two standing subcommittees.
 1. The Hospitality Committee promotes fellowship and the social life of the church, and provides support for families or individuals in times of birth, illness, or bereavement.
 2. The Membership Committee promotes interaction with visitors and new members, tracks and contacts members not attending, and cares for members unable to attend. The Membership Committee is responsible for submitting to the clerk of session the names of non-attending members who have requested that their names be removed from the church's rolls.

Deacons are assigned to standing committees by the diaconate moderator, who also appoints the moderators of the standing committees.

The standing committees of the diaconate may establish subcommittees as needed to assist in accomplishing the standing committees' missions. The standing committees and their subcommittees are encouraged to seek diversity with regard to gender, age, new vs. established members, and ethnicity when selecting at large members.

Appendix B Electronic Meetings

In accordance with *Robert's Rules of Order* (Newly Revised) and with the 216th General Assembly authoritative interpretation of F-3-0205, the governing bodies, committees, task forces, work groups, and other organizations of the church may vote electronically on motions, if the following provisions have been made:

- All members of the committee must have access to a compatible email system. If a member does not have email, the moderator or clerk must send the motion to the member via United States Postal Service or other means of delivery. The notification

shall include the complete wording of the motion, pertinent information, and a reasonable deadline for response. At least a quorum of members must respond by the deadline.

- If a member wishes to raise a parliamentary question (such as a point of order), the member should communicate the question to the moderator or the clerk. If the member wishes to challenge the ruling of the moderator or clerk concerning the parliamentary question, the motion must be postponed until the next face-to-face meeting.
- Members should reply with one of the following responses: (1) yes to the motion, (2) no to the motion, (3) abstention, (4) a request to discuss the motion in a face-to-face or conference call meeting, or (5) a request to deal with a parliamentary question at the next face-to-face meeting. Members shall reply to the moderator or clerk (and not *reply all*) in order for earlier voters not to influence later voters.
- If a quorum of members does not reply prior to the deadline, if a member requests discussion of the motion, or if a member requests discussion of a parliamentary question, the motion must be postponed until the next face-to-face or telephone conference meeting.
- Action taken by the process shall appear in the minutes of the next stated meeting.

Appendix C Manual Approvals

Manual approved by session June 2019

Amendments to Appendix A approved by session October 2020

Amendments to Appendix A approved by session September 2022