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I. Mission Statement

[Insert your congregation's Mission Statement]

II. The Presbyterian Church (USA)

_____ Presbyterian Church, _____, Tennessee is a congregation of the Presbyterian Church (USA), and is nurtured, guided and governed by the session, the Presbytery of Holston, the Synod of Living Waters and the General Assembly of the Presbyterian Church (USA) and its Constitution. Should any provision of this Manual of Administrative Operations conflict with the Constitution of the Presbyterian Church (USA), the Constitution of the Presbyterian Church (USA) shall prevail.

III. Meetings of the Congregation

All meetings of the congregations shall be held according to the following provisions:

- a. At least *one week advance public notice* shall be given for meetings of the congregation which are properly called in accordance with G-1.0502.
- b. The quorum for a congregational meeting shall be *ten percent* of its active membership.
- c. The moderator of all congregational meetings shall be the moderator of the Session. If the moderator of the session is unable to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator.
- d. The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting.
- e. All meetings of the congregation shall be opened and closed with prayer. Congregational meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to the Constitution of the Presbyterian Church (USA). The congregation may also make use of the processes of discernment in their deliberations prior to a vote as agreed upon by the body.
 - i. Congregations shall have an annual meeting in accordance with G-1.0501 and G-1.0503.
 - ii. Congregations may have special meetings in accordance with G-1.0501 and G-1.0503.

IV. Presbyters

Councils of the Presbyterian Church (USA) are composed of presbyters—teaching elders and ruling elders. Teaching elders (G-2.05) are called, equipped and ordained

by presbyteries. Ruling elders (G-2.03 and G-2.04) are called, equipped and ordained by congregations and sessions according to the following provisions:

- a. The nomination and election of ruling elders shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness in accordance with F-1.0403.
- b. Ruling elders shall be nominated by a nominating committee elected by the congregation, drawn from and representative of its membership in accordance with G-2.0401. The nominating committee shall consist of *at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session*. The pastor shall serve *ex officio* and without vote.
- c. Ruling elders shall be elected by the congregation at a meeting of the congregation.

V. Session

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors (G-3.02).

- a. The session shall consist of ruling elders, elected by the congregation to classes as nearly equal in number as possible, with the term of only one class ending each year. Ruling elders shall be elected to serve terms of no more than three years on the session, and may be eligible for reelection. However, no ruling elder shall be eligible to serve more than six consecutive years, except as provided in G-2.0404.
- b. Reasonable notice shall be given for all meetings of the session.
- c. The quorum of the session shall be no less than the moderator and *one-third of the active ruling elders on session*.
- d. The moderator of the session shall preside at all meetings of the session. If the moderator of the session is unable to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator.
- e. The clerk of session shall be elected annually by the session from the active ruling elders on session for a term of *one year*.
- f. The treasurer shall be elected annually by the session from the active ruling elders on session for a term of *one year*.
- g. The session shall elect ruling elders to serve as commissioners to other councils of the church in accordance with G-3.0202.

VI. Deacons

Congregations may elect deacons to serve in ordered ministry in accordance with G-2.02.

VII. Commissions

The session may designate commissions in accordance with G-3.0109. A commission shall consist of at least three active ruling elders who are currently on the session.

VIII. Committees

The session may designate committees in accordance with G-3.0109. All committees shall include at least *one active ruling elder* who is currently on the session.

The committees include:

- *Worship Committee*
- *Christian Education Committee*
- *Fellowship Committee*
- *Mission Committee*
- *Stewardship/Finance Committee*
- *Personnel Committee*
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IX. Sexual Misconduct Policy

_____ Presbyterian Church strongly condemns sexual harassment and sexual misconduct. Such conduct is against the law and will not be tolerated in any form, by any person.

All sexually harassing conduct in the church or in the fulfillment of the church's ministry and mission, whether committed by employees or volunteers, in a supervisory or non-supervisory role, is prohibited. Such conduct includes:

- Making unwelcome sexual advances or request for sexual favors or other verbal or physical contact of a secular nature, a condition of an employee's obtaining employment, or their continuing said employment; or
- Making submission to or rejecting of such conduct the basis for employment decisions affecting the employee; or
- Creating an intimidating, hostile or offensive environment by such conduct. This prohibited conduct includes, but is not limited to, unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic verbal

comments about an individual's body; sexually degrading words; and the display of sexually suggestive objects or pictures.

Persons who believe that they have been the subject of sexual harassment or sexual misconduct should report the alleged act immediately to anyone engaged in ordered ministry or any certified Christian Educator.

Incidents of sexual misconduct will be reported in accordance with G-4.0302.

Sexual harassment does not include relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

X. Child Protection Policy

PURPOSE

As people called to convey God's love to young people and develop trusting nurturing relationships with them, _____ Church recognizes the great responsibility we have to be accountable before God, the church, and the community for the safety and well-being of children and youth. _____ Church also recognizes that by establishing guidelines and maintaining standards for interaction with young people will improve our ministry. Thus, failure to adhere to these guidelines and standards by any employee or volunteer working with young people may result in disciplinary action, up to and including dismissal from their position of employment or volunteer service. However, nothing in this policy or in any other document or statement shall limit the Church's right to terminate any employee or volunteer at will.

The intention of this policy is:

- To provide safe and secure environments for children and youth (defined as those less than 18 years of age).
- To protect children and youth from any incident or conduct that might cause physical, emotional, spiritual or sexual harm while participating in activities and events of _____ Church. (Such prohibited behavior includes, but is not limited to: sexual abuse or exploitation of children or adults, rape or sexual assault, sexual harassment, verbal, emotional and/or spiritual abuse, abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification. The forms of prohibited behavior may include physical contact, gestures, spoken words, and/or written contact.)
- To guide _____ Church in the required conduct of its employees and volunteers in children's and youth programs with the goal of preventing incidents and allegations of abuse.

- To protect adult employees and volunteers from unwarranted allegations of child abuse.
- To provide a mechanism to deal with reported concerns and take appropriate subsequent actions.

COMPONENTS OF THE POLICY

This policy addresses four components of child and youth protection:

1. Screening and selection of applicants for employment and volunteer service to rule out any record of prior abusive behavior.
2. Training and supervising of employees and volunteers.
3. Reporting allegations and concerns regarding child and youth protection issues.
4. Responding to allegations and concerns that have been reported.

SCREENING AND SELECTION OF WORKERS

All paid staff and all scheduled volunteers of _____ Church who work with children or youth shall be screened. Each paid position shall have a job description that defines the responsibilities of the position and provides information on supervision and evaluation. Scheduled volunteers are those who supervise or have custody of minors on a scheduled or recurring basis.

1. Paid Employees: Before hiring any paid employees for a position which includes supervision or custody of minors, _____ Church shall:
 - Personally interview the applicant.
 - Contact the applicant's references.
 - Explain this Child Protection Policy and have the applicant authorize a background screening prior to employment.
 - Conduct a background screening that shall include the following components: a verification of Social Security number; a criminal records screening in jurisdictions where the applicant has previously lived; a driving records screening (if the position duties involve driving others); and a credit records screening.
 - Obtain a negative (or negative dilute) result on a pre-employment drug screen, if a drug screen is thought to be advisable.

Individuals in paid employment may also be subject to reasonable suspicion, post-accident, and random drug and alcohol testing if indicated during their employment.

2. Scheduled Volunteers: Before assigning a volunteer which includes the supervision or custody of minors, _____ Church shall:

- Interview the volunteer.
- Explain this Child Protection Policy and have the applicant authorize a background screening prior to employment.
- Conduct a background screening that shall include the following components: a verification of Social Security number; a criminal records screening in jurisdictions where the applicant has previously lived; and a driving records screening (if the position duties involve driving others).
- Obtain a negative (or negative dilute) result on a pre-employment drug screen, if a drug screen is thought to be advisable.

Occasionally volunteers may be needed in an emergency to temporarily fill in for a regularly scheduled volunteer or employee who works with children and/or youth. In this case, _____ Church will make every effort to select volunteers from among those who have been previously screened.

All background screening authorizations and results shall be maintained and kept by the Church Office. Adverse actions reported through the background screening shall be conveyed by the Church Office to the entity(s) responsible for the position.

It is the responsibility of each employee and volunteer covered by this policy to report to their supervisor, as soon as possible, any subsequent arrest, conviction, treatment or proceeding that would have been disclosed in the background screening process. An employee's or volunteer's failure to report any such subsequent development will be considered a violation of this policy.

Information disclosed, or which is discovered before or after employment or volunteer service, begins does not automatically require adverse action against an applicant, employee or volunteer. Rather, a variety of factors such as the nature of the position, the nature of the information disclosed or learned, and the age of the applicant, employee or volunteer when the incident or conduct occurred.

TRAINING AND SUPERVISING WORKERS

These practices shall be followed in an effort to prevent any physical, emotional, spiritual or sexual harm to children or youth from occurring:

- Conduct training: Children and youth workers and volunteers shall regularly review this policy and be encouraged to attend additional training regarding children and youth safety.

- Maintain the “two adult” rule: Ordinarily, two adults shall be present during all activities involving one or more minors. Every effort should be made for both adults to remain present during all activities. Any meeting where two adults cannot be present requires parental and/or supervisor notification.

Private conversations between an adult and a child or youth, should take place within sight of others (i.e. in the presence of others or in a public place). Counseling sessions with a minor should be held in a place where they are in view of others (i.e. with an open door or a door with a glass window). Parental consent or notification of the program supervisor is advised in any situation where an adult worker will be alone with a minor.

- Schedule adequate supervision: In addition to following the two-adult rule, adult supervision shall be maintained before and after events until all children and youth are in the custody of their parents or another person authorized by their parents. In instances where youth may drive or carpool to the activity, adult leaders shall remain at the program event until the last youth leaves.
- Approve overnight chaperones: All chaperones for overnight activities must be approved in advance by the responsible staff person and be in compliance with this policy.
- Report suspicious behavior: Any inappropriate conduct or relationships between adult workers and children and/or youth shall be reported immediately in accordance with the reporting procedures outlined below.

REPORTING OBLIGATIONS

Pursuant to this policy, any staff member, worker (paid or volunteer), teacher, aid, or other adult participant in a _____ Church sponsored program or event involving children or youth shall report any incident, activity, behavior or evidence noticed that reasonably appears to indicate that child abuse has occurred or may occur. Persons making reports shall not be identified, without their permission, except as necessary in connection with any potential or pending legal action or criminal investigation.

Reports should be made to event coordinator, the program supervisor or the Executive Presbyter/Stated Clerk.

RESPONSE TO ALLEGATIONS

The following guiding principles shall apply:

- All allegations shall be taken seriously.

- All allegations shall be handled forthrightly with due respect for privacy and confidentiality.
- The victim will be cared for and not held responsible in any way.
- Full cooperation will be given to church and civil authorities under the guidance of legal counsel and in accordance with the PCUSA Book of Order.

Both the victim and the accused shall be treated fairly and with dignity. The care and safety of minors is of foremost priority. The accused should not be confronted until the child's safety has been ensured. As soon as a report is made, the accused should be temporarily removed from his or her duties pending resolution of the matter. Paid workers may be suspended with or without pay.

This policy is intended to assure families and those working with children and youth within _____ Church programs and events that abuse shall not be tolerated in any form—physical, emotional, spiritual, or sexual. Effective prevention will reduce the risk of harm to our children and youth, and the threat of legal liability for our church and its leaders. The aim of these guidelines is to assure a safe, loving, and welcoming experience for all children and youth, and will reflect the spirit of the ministry of Jesus Christ.

In the event that portions of this Manual of Administrative Operations conflicts with the Presbyterian Church (USA) Constitution, the Presbyterian Church (USA) Constitution shall prevail.