

HOPE PRESBYTERIAN CHURCH

MANUAL OF OPERATIONS

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INTRODUCTION

Purpose:

The Manual of Operations of Hope Presbyterian Church of Mitchellville, MD, Inc., adopted by the session, defines the policies and procedures of the church. These are adopted to provide for the orderly operation of the mission of the Church.

Manual components:

Section A: Duties and Responsibilities of the Session and Related Committees

Section B: Personnel Policies and Position Descriptions

Section C: Standing Policies Adopted by Session

Section D: Additional Papers

Mission Statement:

Being ever thankful for the wonder and generosity of God's love, our prayerful hope is to:

Proclaim the living Christ

- *In Worship*
- *In Nurture*
- *In Fellowship*

Serving joyfully, all to the glory of God.

Book of Order:

This Manual of Operations exists under the authority of the *Constitution of the Presbyterian Church (USA)*. References to the *Book of Order* follow the document's indexing system. The letters in the prefix of references stand for the following:

F-- Foundations of Presbyterian Polity

G-- Form of Government

W-- Directory for Worship

D-- Rules of Discipline

Definitions:

- **Policies** are principles adopted by the session to chart a course of action and to define the limits within which judgment and discretion shall be exercised. Essentially, policies are a guide to the what, the why and the how of desired operation. Policies are not fixed or final, but always subject to evaluation and improvement so that the best policies are the result of a continuous process of growth and nurturing.
- **Rules and Regulations**, as distinguished from policies, are detailed directions necessary to put policies into effect. Essentially rules and regulations provide a blueprint to the how, the who, and the when of actual practices.
- **Procedures** are working rules for the session as it regards its organization, meetings, parliamentary practice, order of business and minutes.
- **Duties and Responsibilities** of each person and/or group are specifics originating from policy.

Amendments:

This manual may be amended at a stated meeting of session by a two-thirds vote of its members. Copies of the proposed amendments shall be provided to session at least thirty days prior to the meeting during which the amendment will be considered.