

Manual of Administrative Operations

Updated and approved by the Session on 16 August 2016

I. Purpose

Bayside Presbyterian Church is a member church in the Presbytery of Eastern Virginia 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, service to the needy, and to promoting peace and justice in the world.

We are a covenant community of Christ's people seeking to know and do the will of God.

We are led by Jesus Christ, the head of the Church, who challenges us to live into his

Great Commission:

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to observe all things that I have commanded you." Matthew 28:19-20

and his **Great Commandment:**

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. Love your neighbor as yourself." Mark 12:29-31

Christ calls us to respond to his challenges by using the resources with which God has blessed us.

We believe we are called:

To participate in meaningful worship.

(Worship Ministry)

To grow in knowledge of God and self.

(Christian Education Ministry)

To provide a supportive, loving, and caring ministry.

(Congregational Care Ministry)

To proclaim God's healing and reconciling love here and around the world.

(Evangelism Ministry)

To reach out and serve others in word and deed.

(Community Service Ministry, Witness Ministry)

To exercise good stewardship of God's creation and blessings.

(Administrative Support Ministry, Property Ministry, Stewardship Ministry)

II. Governance

This church's congregation and session shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.), as stated in both its *Book of Confessions* and its *Book of Order*. Subordinate to that Constitution, this Manual of Administrative Operations, and the Corporate Bylaws. The latest edition of Robert's Rules of Order (Newly Revised) may provide specific parliamentary guidance.

III. Meetings

The session shall hold stated meetings monthly. Special meetings may be called in accordance with *Book of Order* G-3.0203.

The Congregation shall hold an annual meeting in January and may hold special meetings as necessary. Business at these meetings shall be limited to the following: x electing ruling elders and trustees; x calling a pastor, co-pastor, or associate pastor; x changing existing pastoral relationships, by means such as reviewing the adequacy of and approving changes to terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution; x buying, mortgaging, or selling real property; x requesting the presbytery to grant an exemption as permitted by the *Book of Order*, G-2.0204; x reviewing the church budget for the current year as adopted by the session (for information only); x electing members to serve on the current year's nominating committee (G-2.0401); x reviewing reports from the pastor(s), the session, and all church organizations (for information only); x conducting both ecclesiastical and/or corporate business, as necessary, at the same congregational meeting.

IV. Notice of Meetings

At least 24 hours' notice shall be given for all special session meetings.

Notice of congregational meetings shall be given at regular services of worship on two successive Sundays prior to each meeting, in accordance with G-1.0502 of the *Book of Order*. The meeting may be convened following notice given on the second Sunday.

V. Quorum for Meetings

The quorum for the session meetings shall be the moderator and one third (1/3) of ruling elders in active service on the session. The quorum for receiving new members shall be the moderator and three ruling elders.

The quorum for congregational meetings shall be the moderator and at least ten percent (10%) of its active members.

Neither absentee ballots nor voting by proxy shall be permitted in any meetings.

VI. Incorporation

In accordance with the *Book of Order* G-4.0101, the congregation caused a Corporation to be formed on February 2, 2007. The powers, organization and duties of the Corporation and the Board of Trustees are contained in the Corporate Bylaws of Bayside Presbyterian Church of Virginia Beach, Inc.

VII. Membership

In accordance with G-1.03 of the *Book of Order*, the session shall receive and nurture members of the church. The session shall create and annually review rolls for all baptized members, active members, and affiliate members in accordance with G-1.04 and G-3.0204.

The session shall maintain registers as required by G-3.0204b.

From time to time, other registers deemed necessary by the session may also be maintained (G-3.0204b).

All members shall carry out the ministries of proclamation, sharing the sacraments, and living in covenant life with God and each other (G-1.0101).

VIII. Worship

The session shall ensure that services of worship are regularly and reverently held in accordance with G-3.0201 of the *Book of Order*.

The Sacrament of the Lord's Supper shall be celebrated monthly as well as at other appropriate times, as approved by the session in accordance with the *Book of Order* (W-2.4009.)

The Sacrament of Baptism shall be celebrated in accordance with the principles of the *Book of Order* (W-1.3033, W-2.3002-W-2.3014).

IX. Nominating Committee

The Nominating Committee shall consist of the following:

- There shall be at least six (6) members on the committee.
- Two (2) of the members shall be elders designated by the session.
- At least one shall be a currently serving elder, and shall serve as chair of the committee.
- The remainder (and majority) of the committee shall be made up of members of the congregation.
- Committee members shall be elected annually. No one shall serve more than three (3) consecutive years.
- The pastor (or moderator of the session) shall serve ex-officio and without vote.
- The committee shall bring to the annual meeting of the congregation nominations only for the number of positions to be filled.
- The floor shall be open for additional nominations at the annual congregational meeting. If there are nominations from the floor, election shall be by secret ballot.
- Elections shall be fair, just, and inclusive in accordance with the *Book of Order* (F-1.0403, G-3.0104, and G-2.0401)

X. Session

The congregation shall elect twenty-one (21) ruling elders, distributed into three equal classes (as near as possible). One class shall be elected each year at a congregational meeting for a three-year term.

When directed by the session, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of the vacated position's term.

No ruling elder shall serve for consecutive terms, either full or partial, aggregating more than six years (G-2.0404).

A ruling elder, having served a total of six years, shall be ineligible for re-election to the session for a period of at least one year (G-2.0404).

Those elected as ruling elders shall be prepared and examined by the session in accordance with G-2.0402 of the *Book of Order*.

The session shall elect an elder as clerk for a term of at least two (2) years (G-3.0104).

The session shall elect an active member as treasurer for a term of three (3) years (G-3.0205).

The session may re-elect the clerk and/or treasurer for additional terms.

XI. Records

The session shall ensure that there are proper and adequate minutes, duly approved at the following meeting, and other records in accordance with the *Book of Order* G-3.0107 and G-3.0204, and shall submit requested records to the presbytery in accordance with G-3.0108.

XII. Committees

The session, in accordance with the *Book of Order* (G-3.0201), shall establish, discharge, and review the actions of any committee or other organization within the congregation.

We act through our session and its nine ministries that collectively allow us to address Christ's commands and faithfully manage the resources God has made available to us.

The Great Commandment Worship Ministry
 Christian Education Ministry
 Congregational Care Ministry

The Great Commission Evangelism Ministry
 Community Service Ministry
 Global Missions Ministry

Faithful Management Administrative Support Ministry
 Property Ministry
 Stewardship Ministry

The responsibilities assigned to our nine ministries are the actions we believe are necessary to respond to Christ's commands and to continue seeking God's will for Bayside. The annual goals of each ministry and the broader goals of the session assist us in our response.

XIII. Staffing

Section 1: Hiring Ordained Staff

- The Session will determine a slate of PNC/APNC nominees that is capable of collectively representing as many of the internal church demographics as possible. This slate shall be approved by Session for submission to the Congregation for final approval.
- The PNC/APNC nominating committee will follow the Book of Order and PEVA Policies.

Section 2: Hiring Non-Ordained Program Staff

- This includes; Director of Christian Education and Director of Music Ministry
- The Session will identify and approve a search committee comprised of a mix of Session and congregation members who are capable of representing the different facets of the congregation who will be directly impacted by the new hire. Committee members must be committed to the process and be willing to meet on a routine basis throughout the search process. Search Committee Duties:
 - o Select a search committee chair that will coordinate the process and who will eventually become the primary contact person for applicants.
 - o The chairperson should coordinate with the church administrative assistant regarding the receipt of applications and contact information for the search committee chairperson.
 - o With the Head of Staff and a representative from the Admin Support ministry, the search committee should review the current job description and discuss any changes that might need to be made.
 - o In coordination with Admin Support and the treasurer, develop a salary range. Have this approved by Session.
 - o In coordination with Head of Staff and Admin Support confirm the current benefits package.
 - o Post a job announcement in appropriate venues. Include the URL to the church website. Use church email and phone numbers as contact information.
 - o In coordination with the Webmaster create a special section on the church website that will contain job information (i.e. job description, salary range, benefits package). This should be easy to find on the home page.
 - o As applications are received, coordinate with the church's administrative assistant to forward copies of cover letters and resumes to the search committee chairperson. Then the chairperson will forward copies to each committee member for review. Encourage committee members to make written comments on their copies to support discussion.
 - o Develop a matrix (based on the job description) to evaluate applicants and place them in tier 1, 2, and 3 based on qualification.
 - o The search committee will meet on a regular basis and evaluate/rank applicants as they come in. At this point in the process continuity of membership and attendance is important for the search committee.
 - o Develop a list of interview questions that will be consistent across all telephone interviews.
 - o Develop a note taking form for use by committee members in recording thoughts during the telephone interview process.
 - o Conduct telephone interviews with appropriate number of most favorable candidates with search committee and Head of Staff.
 - o Coordinate with the treasurer to obtain funds for reimbursement of travel and

- lodging for visiting candidates.
- Conduct in-person interviews with top candidates (probably no more than 3 or 4 applicants) with search committee and Head of Staff.
- Auditions should be considered for the final DoMM candidates to validate their ability to play the organ, piano, and conduct the choir, praise team and bell choir.
- Search committee will then identify their top three (or four) candidates.
- Admin Support, in coordination with the Head of Staff and chairperson, will develop the offer letter.
- Head of Staff, in coordination with Admin Support and chairperson, will make an offer to the top selected candidate. Do not contact second, third, or fourth candidates until an offer letter has been signed.
- Head of Staff and Admin Support will negotiate salary and start date.
- New hire will bring signed offer letter to the church and will meet with Head of Staff and/or a member of Admin Support to begin the hiring paperwork (i.e. background check, benefits package)

Section 3: Hiring Non-Program Staff

- This includes; administrative assistants, custodial staff
- Head of Staff and Admin Support are directly responsible for the hiring of non-program staff.
- A search committee is selected and follows the procedures outlined above.

Section 4: Hiring “Other” Staff

- This includes; childcare providers, section leaders, support musicians.
- The appropriate supervisory staff (i.e. Director of Christian Education, Director of Music Ministry) in coordination with Head of Staff, Admin Support, and the treasurer will be responsible for hiring “other” staff.
- The appropriate supervisor will follow established hiring protocol.

IX. Amendments

Subject to the Constitution of the Presbyterian Church (U.S.A.), any Articles of Incorporation, and Laws of the Commonwealth, this Manual of Administrative Operations may be amended by a two-thirds vote of the active members of the congregation present at a meeting at which a quorum is present, provided that the proposed changes have been published at the same time as the call of the meeting at which the changes will be voted upon.