

MANUAL OF ADMINISTRATIVE OPERATIONS

MOUNT PLEASANT PRESBYTERIAN CHURCH Mount Pleasant, South Carolina

Adopted by the Session September 25, 2018

Amended June 25, 2019

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Amended January 28, 2025

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I. MISSION AND MINISTRY

- A-1.01 The mission of Mount Pleasant Presbyterian Church is to equip our church family, to engage every member in ministry, and to follow God's call into the world to transform Mount Pleasant into a Christ-like community.
- A-1.02 To the glory of God and subject to the provisions of the Book of Order of the Presbyterian Church (U.S.A.), Mount Pleasant Presbyterian Church of Mount Pleasant, South Carolina, shall organize itself and conduct its business according to this Manual of Administrative Operations as required by G-3.0106 as we strive to follow the Great Ends of the Church [F-1.0304]: 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.

II. RESPONSIBILITIES OF THE SESSION

- A-2.01 The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness. [G-3.0201]
- A-2.02 While the session may empower various committees and ministry teams to do the work of the congregation, it shall have the particular responsibility to:
- a. Elect ruling elders to serve as commissioners to presbytery [G-3.0202]
 - b. Elect the treasurer [G-3.0205] and clerk [G-3.0104]
 - c. Approve the budget [G-3.0205]
 - d. Approve all matters relating to membership (the reception, deletion, and transfer of members) [G-3.0204a]
 - e. Call congregational meetings [G-1.0503]
 - f. Approve examinations of elders and deacons [G-2.0402]
 - g. Provide for the church's worship, encourage the people's participation, authorize baptisms [W-3.0403] and weddings performed on the church

property [W-4.0605], and approve worship matters [W-2.0303] not reserved as responsibilities of the pastor [W-2.0304]

- h. Nominate to presbytery ruling elders from the congregation who may be considered for election as commissioners to synod and General Assembly, and to serve on committees or commissions of the same, bearing in mind principles of inclusiveness and fair representation in the decision making of the church [G3-.0202a]
- i. See that the guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions are observed and carried out [G3-.0202c]
- j. Send to presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions. [G3-.0202f]
- k. Elect two elders from the College of Elders to serve on the Endowment Committee as well as three at-large members from the congregation. The chair of the Finance Committee as well as one deacon selected by the Diaconate shall also serve on the Endowment Committee.

III. MEMBERSHIP AND OFFICERS OF THE SESSION

- A-3.01 The session shall be made up of three classes of seven ruling elders, each class serving three-year terms, together with the installed pastors, all with voice and vote. [G-3.0201] The congregation may vote to elect one or more youth elders for a term of one year. No ruling elder may serve for consecutive terms either full or partial, aggregating more than six years. A ruling elder having served six consecutive years shall be ineligible for reelection to the session for a period of at least one year. [G-2.0404]
- A-3.02 Terms of ruling elders shall expire when their successors have been ordained and installed.
- A-3.03 The officers of the session shall be the moderator and the clerk. [G-3.0104] The session shall also elect the church treasurer and may elect an assistant treasurer and/or an assistant clerk.
- A-3.04 The moderator shall perform those duties prescribed in the Book of Order [G-3.0104]. In addition to these duties, the moderator shall nominate persons for any special task force approved by the session, subject to approval by the session. The chair of any special task force shall be elected by the members of that task force.
- A-3.05 The clerk shall be a ruling elder elected by the session for a term of twelve months and shall perform those duties prescribed in the Book of Order [G-1.0505, G-3.0104, D-7.0201e,f; D-7.0501; D-8.1201]. If the clerk is not a sitting ruling elder, the clerk shall have the privilege of the floor and the right to speak at all meetings of the session. The clerk shall

- a. Maintain the rolls and registers of the church required by the Book of Order [G-3.0204].
- b. Prepare an agenda in consultation with the moderator for each stated meeting.
- c. Take care of the necessary correspondence of the session.
- d. Notify members of the time, place, and business of any called meetings.
- e. Issue certificates and maintain records of baptisms, marriages, deaths; prepare any required reports.
- f. Convey to persons, groups, or ministry teams any actions of the session affecting their work
- g. Record the minutes of all session meetings and provide for their dissemination and preservation.
- i. Record the minutes of congregational meetings [G-1.0506]
- j. Be responsible for compiling and preserving records of the session and Board of Trustees.
- k. Serve as parliamentarian.
- l. Distribute to all current officers the Manual of Administrative Operations following any revision.
- m. Report no less than annually to the session on the diversity of the congregation and its officers as the session implements the church's commitment to inclusiveness and representation
- n. Carry out other duties as assigned by the moderator or the session.

A-3.06

The church treasurer shall be elected annually by the session [G-3.0205], normally at the time of election of committee chairs, and be responsible for all duties assigned by the Book of Order [G-3.0205]. An assistant treasurer may also be elected. If the church treasurer or assistant church treasurer is not a sitting member of the session, she/he shall have the privilege of the floor and the right to speak at all meetings of the session. The church treasurer shall fulfill the following duties:

- a. Be a member of the Finance Committee. Ordinarily, the treasurer will not serve as chair.
- b. Assist the Finance Committee in the preparation of the monthly finance reports, including information on the regular budget and all special funds entrusted to the treasurer's care. These reports are presented monthly to the session by the Finance Committee and/or the church treasurer.
- c. Provide assistance and support to the Head of Staff and the finance staff in fulfilling their duties.
- d. Assist the Finance Committee and finance staff in the interaction with the accounting firm in the preparation of the church's annual financial reports.
- e. Assist the finance staff in their dealings with financial services providers.
- f. Annually review the church's banking relationships. Be a primary signer on all banking accounts.
- g. Annually review the financial policies and procedures of the church with the Head of Staff and finance staff to ensure the policies are up-to-date and in compliance with generally accepted accounting principles.
- h. Carry out such other duties as may be assigned by the session.

IV. GENERAL DUTIES OF SESSION MEMBERS

- A-4.01 Ruling elders, together with ministers of Word and Sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of the congregation as well as the whole church, including ecumenical relationships. [G-2.0301] Session members shall perform those duties and responsibilities prescribed in the Book of Order. Ruling elders exercise the ministry of discernment and governance, but also are expected to:
- a. Be faithful in their attendance in worship.
 - b. Be faithful in their attendance in Sunday School, choir, or other regular congregational opportunities for spiritual nurture or fellowship.
 - c. Be faithful in their financial stewardship, including pledging and giving to the annual budget.
 - d. Be constant in prayer for the congregation and the church universal.
- A-4.02 It is the duty of ruling elders, individually and jointly, to
- a. Strengthen and nurture the faith and life of the congregation,
 - b. Encourage the people in worship and service of God,
 - c. Equip and renew them for their tasks within the church and for their mission to the world,
 - d. Inform the pastor and session of those persons and structures that may need special attention,
 - e. Assist in worship,
 - f. Cultivate their ability to teach the Bible,
 - g. Perform those duties which all Christians are bound to perform by the law of love.
- A-4.03 Every member of the session is expected to attend all stated meetings of the session. When an absence is necessary, the member should notify the moderator or clerk in advance, and request an excused absence from a stated session meeting.
- A-4.04 Responsibilities of ruling elders serving on the session include
- a. Serving on one or more sessional committees.
 - b. Serving on special task forces as may, from time to time, be established by the session.
 - c. Serving as a commissioner to presbytery when so elected.
 - d. Serving communion.
 - e. Serving, on a rotating basis, as elder of the month to greet at each of the sanctuary worship services and attend, as the session representative, the stated meeting of the diaconate that month.
- A-4.05 A ruling elder shall promptly report per the child and youth protection and sexual harassment policies of this congregation any knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of confidential communication defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse. [G-4.0302]

V. SESSION MEETINGS

- A-5.01 The schedule of stated meetings of the session shall be set annually by vote of the session at the first meeting following the ordination and installation of new church officers. The moderator may

call a special meeting of the session, when necessary, and shall do so when requested in writing by any two members of the session [G-3.0203]. The moderator or clerk shall give proper notice for all meetings, including the statement of business to be considered. At a called meeting, only business stated in the call shall be considered. All meetings shall be opened and closed with prayer [G-3.0105]. The session shall be governed in its meetings and in the actions of all its agencies (ministry teams, tasks forces, committees, subcommittees, and/or commissions) by the *Constitution of the Presbyterian Church (U.S.A.)*, by this *Manual of Administrative Operations*, and where neither of these applies, by *Robert's Rules of Order, Newly Revised* [G-3.0105]

- A-5.02 The quorum of the session shall be (1) the pastor, or another teaching elder invited by the pastor, or a person authorized by the presbytery to serve as moderator [G-3.0104] and (2) a majority of the sitting ruling elders, except for the reception of members, where the quorum shall be the moderator and two sitting ruling elders. The session shall not meet without the pastor or designated moderator. [G-3.0201]
- A-5.03 All session meetings are open to the congregation. Visitors shall identify themselves and if granted the right to speak, unless previously docketed on the agenda shall limit presentations to five minutes. The session reserves the right to meet in executive session whenever it determines by majority vote that circumstances indicate the wisdom of doing so.
- A-5.04 On a regular basis the session shall engage in a process for education and mutual growth.
- A-5.05 The agenda, prior meeting minutes for approval, committee recommendations requiring action by the session, written reports, and documents or items that require pre-reading and/or consideration should be distributed to all elders no less than the Sunday prior to the next scheduled stated session meeting.
- A-5.06 The session shall meet in person except when deemed necessary by the moderator in which case the meeting shall be governed by the electronic meetings policy in section XII.

VI. SESSIONAL COMMITTEES

- A-6.01 To fulfill its responsibilities as the governing council of the congregation, the session shall oversee the work of the ministries of the congregation, inviting the members of the congregation to participate fully in these ministries, utilizing each member's gifts and talents. The session does not do the work of ministries or ministry teams, but provides support, encouragement, help, and guidance in accomplishing the work of ministry teams within its care.
- A-6.02 There shall be sufficient members on each sessional committee in order to carry out its responsibilities. In addition to the active elders assigned per A-6.08, each sessional committee is encouraged to invite members of the congregation to join the committee, provided that (a) the roster of each sessional committee shall be subject to review and approval by the session as a whole, and (b) the term of any member of a sessional committee shall not exceed six (6) years. Sessional committees are authorized to form such subunits as they deem necessary to support the various ministry teams within their area of focus. The Pastor/Head of Staff shall solicit recommendations from the chairpersons of the standing committees and the committee staff liaisons concerning their successors. After consulting with the chair and the staff liaison, and after conferring with prospective nominees, the Pastor/Head of Staff shall submit a slate of proposed committee

chairs for the coming year to the Session for approval. Ordinarily, the chair and vice chair shall be an active elder assigned to that committee, who shall serve in such capacity for a period of one (1) year only. The secretary position may be filled by any committee member. Typically, they will begin their new roles upon the ordination/installation of the new class of elders.

A-6.03

The chair of each sessional committee shall fulfill the following duties:

- a. In consultation with the pastors and, where applicable, members of the administrative staff of the church, recruit committee members.
- b. Work with sessional committee members and applicable ministry teams to develop yearly goals and objectives for the committee and the ministry teams within its care.
- c. Throughout the year, review the duties of the sessional committee as described in other sections of this document to assure that all sessional committee activities and responsibilities are carried out.
- d. Hold sessional committee meetings on a regular basis, notifying all members in advance, preparing and distributing an agenda; seeing that minutes are kept and distributed to members; conducting meetings in an orderly and timely fashion.
- e. Provide a written report, after each meeting.
- f. Communicate as the need arises with other sessional committee chairs.
- g. Monitor sessional committee expenses to ensure that budget requirements are met, seeing that all expenditures are in accordance with current financial policy.
- h. Prepare items, as needed for the bulletin, website, and newsletter.
- i. Prepare an annual budget for the sessional committee activities in a timely manner and submit it to the Finance Sessional Committee.
- j. Prepare for an efficient transition to a successor as needed

A-6.04

Sessional Committee Chair Financial Responsibilities - Each sessional committee chair shall be responsible for reconciling the church treasurer's monthly financial report for all ministry teams within that committee's care. If there are any discrepancies, the chair or his or her designated representative must inform the church treasurer and financial staff of the error. Each sessional committee chair has the responsibility to ensure that the bottom line under the control of the sessional committees remains within the budgeted amount.

A-6.05

Meetings - Sessional committees shall meet as soon as practical after selection, and arrange for the assignment of responsibilities. Plans and goals for the year should be adopted along with a regular meeting schedule. Other meetings of the sessional committees shall be held at the call of the chair. A quorum shall be one-third of the members of any sessional committee.

A-6.06

Reports - The agenda of the stated session meetings shall provide on a regular basis for a review of each sessional committee. Each sessional committee shall furnish the clerk with a monthly electronic report of its activities. As a general rule, written reports from sessional committees should be crafted concisely, but with sufficient detail to preclude the need for extended oral updates during session meetings.

A-6.07 Records - Minutes should be kept of each sessional committee meeting and distributed to all its members. A file of minutes and other relevant data shall be kept by the chair and turned over to their successor at the end of the year.

A-6.08 Assignment and General Duties - Elders on the session are assigned as members of specific sessional committees and to other duties as provided in this manual and the *Book of Order*. Within the ministry area of the sessional committee to which they are assigned, and with regard to the ministry teams within their committee's care, active elders shall:

- a. Be aware of the ongoing activities of ministries within the care of their sessional committee;
- b. Evaluate current activities within the committee's scope of ministry;
- c. Envision future directions of ministry;
- d. Identify opportunities for collaboration and coordination with other sessional committees and/or ministry teams;
- e. Avoid duplication of effort and overlap of programming;
- f. Facilitate communication and information sharing between the session and all ministry teams within its care;
- g. Wisely steward human and financial resources;
- h. Identify members and friends to invite to join the efforts of mission; and
- i. Engage in creative problem solving, visioning, and program development.

A-6.09 Term of Service - Sessional committee assignments for all sitting ruling elders shall generally be for a term of three years with the term expiring upon the ordination and installation of the new class of officers at the end of the third year of service. Each is eligible for re-appointment if re-elected to the session per applicable rules. Ruling elders are assigned to the various sessional committees based on their skills and interests.

A-6.10 Required Committees - The ministry of the session shall be organized into the following sessional committees, each of which shall typically have three (3) active elders assigned to it:

Christian Education	Policy, Planning, and Governance
Finance	Property & Grounds
Missions	Stewardship
Personnel	Worship

A-6.11 Relationship Between Sessional Committees and Ministry Teams – The organization of sessional committees shall in no way be interpreted as a replacement or displacement of existing ministry teams or their work. In accordance with the *Book of Order*, the primary ends and purposes of each sessional committee shall include (a) the maintenance of proper communication and connection with the ministry teams within its care, (b) oversight and guidance to ensure the scriptural faithfulness and effectiveness of the overall mission and

ministry of the church, and (c) the allocation of needed resources and support for the varied work of the church.

- A-6.12 Ministry Teams Within the Care of Sessional Committees – While each sessional committee has been given a general area of mission and ministry to be within its care and purview, primary responsibility for all mission and ministry of the church remains vested in the session as a whole. Accordingly, each sessional committee shall study and recommend action to the full session or carry out decisions already made by the session.

Every ministry team shall be under the care of a sessional or diaconal committee.

VII. BOARD OF DEACONS

- A-7.01 The ministry board of deacons is under the supervision and authority of the session. [G-2.0202] It shall consist of equal classes, each elected to three-year terms. No deacon may serve for consecutive terms either full or partial, aggregating more than six years. A deacon having served six consecutive years shall be ineligible for reelection to the board of deacons for a period of at least one year. [G-2.0404] Terms of deacons shall expire when their successors have been ordained and installed. The pastor(s) shall be advisory member(s) with voice but without vote.

- A-7.02 The ministry of a deacon, as set forth in Scripture, is one 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. [G-2.0201] The board of deacons provides care and support for members of the church family, with special emphasis placed on ministries of compassion. In addition, all deacons are expected to:
- a. Be faithful in their attendance in worship
 - b. Be faithful in their attendance in Sunday School, choir, or other regular congregational opportunities for spiritual nurture or fellowship.
 - c. Be faithful in their financial stewardship including pledging and giving to the annual budget
 - d. Be constant in prayer for the congregation and the church universal.
 - e. Participate elsewhere in the life of the congregation or of the greater church.

- A-7.03 A deacon shall promptly report per the child and youth protection and sexual harassment policies of this congregation any knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of confidential communication defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse. [G-4.0302]

- A-7.04 Every member of the board of deacons is expected to attend all meetings of such board. When an absence is necessary, the member should notify the moderator or secretary in advance, and request an excused absence for a stated board of deacons meeting. Attendance shall be recorded in the minutes of each board of deacons meeting.
- A-7.05 The officers shall be a moderator and vice moderator, both of whom are elected on an annual basis from among its members prior to the installation of the new class of deacons. Typically, they will begin their new roles upon the ordination/installation of the new class of deacons. The vice moderator shall keep a record of the board's proceedings and forward a copy to the clerk of session for distribution to the session.
- A-7.06 Three members of the outgoing class of deacons as elected by the board in consultation with the pastor(s) shall nominate next year's officers. The pastor(s) shall be advisory members with voice but no vote. At the time of the election, nominations from the floor shall be in order. The election shall normally take place at the stated meeting immediately following the ordination and installation of the new class of deacons, but may otherwise be held with at least seven days prior notice given to the membership of the diaconate.
- A-7.07 The schedule of stated meetings of the board of deacons shall be set annually by vote of the diaconate at its first meeting following the ordination and installation of new officers. The moderator of the board of deacons may call a special meeting when he or she deems it necessary and shall do so when requested by a pastor or in writing by any two members of the board of deacons. The moderator shall give proper notice for all meetings, including the statement of business to be considered. At a called meeting, business not stated in the call shall be considered only with the approval of a two-thirds majority of those present. All meetings shall be opened and closed with prayer. All board of deacon meetings shall be open to all members of the congregation.
- A-7.08 The quorum of the board of deacons shall be one-third of its membership.
- A-7.09 To facilitate communications, the board of deacons shall send a representative to each stated session meeting who shall:
- a. Have a voice at the meeting, but no vote.
 - b. Be prepared to summarize to the session the significant actions and activities of the deacons since the last session meeting.

VIII. CONGREGATIONAL NOMINATING COMMITTEE

- A-8.01 The congregational nominating committee shall consist of three sitting ruling elders, ordinarily one per class, elected by the session, one of whom shall serve as chair and one of whom shall serve as chair-elect; one representative from the board of deacons, selected by that board; five members at-large, none of whom may be in active service on the session or board of deacons. Terms for service for all persons serving on the committee shall be one year, commencing upon their election, and they shall serve until their successors are elected. No member of the committee shall serve more than three years consecutively. The pastor shall be a member of this committee, serving *ex-officio* and without vote. [G-2.0401] .
- A-8.02. This committee shall have the following duties:
- a. To develop for presentation at the annual meeting of the congregation
 1. A slate of nominations for the session and the board of deacons. The congregational nominating committee shall also consider those members of the congregation under the age of twenty-one and may nominate one or more persons to serve a term of one year.
 2. A slate of at-large members of the nominating committee for the succeeding year.
 - b. Nominate members of pastor nominating committees.
 - c. Nominate trustees
 - d. Nominate persons to fill vacancies in any of the above positions.
- A-8.03. As it considers potential nominees, the committee shall consider the expectations of officers as outlined elsewhere in this manual as its guide for selecting officers, members of the congregational nominating committee, and any other positions to be filled. The committee shall not put forth the names of anyone who does not exhibit the gifts and meet the requirements of the Book of Order as set forth in sections G-2.0104a and b. In proposing nominees to the successor congregational nominating committee, it shall keep in mind the provisions of fair representation as outlined in G-3.0103. However, any active member of the congregation has the right to put forward from the floor the name of any active member of the congregation at the time of election. [G-2.0401].
- A-8.04 The names of all nominees proposed by the congregational nominating committee shall be communicated to the congregation prior to the meeting at which the election will be held.
- A-8.05 As soon as practical following the election of new church officers, the session shall provide for a period of study, training, and preparation, under the guidance and supervision of the moderator, after which the session shall examine the officers-elect as to their personal faith; knowledge of the doctrine, government, willingness to undertake the office and discipline contained in the constitution of the church; and the duties of the office. If the examination is approved, the session shall appoint a day for the service of ordination and installation [G-2.0402]. If the examination is not approved for one or more elected officers, the session shall report its action to the congregation's nominating committee, which shall bring nomination(s) to a meeting of the congregation for any office(s) not filled.

IX. COLLEGE OF OFFICERS

- A—9.01 The College of Officers is composed of all members of the congregation who have been ordained as ruling elders or deacons as well as all ministers of Word and Sacrament who serve in installed or temporary positions with Mount Pleasant Presbyterian Church or who otherwise participate on a regular basis in the life of the congregation.
- A-9.02 The session may call a meeting of the College of Officers for the purpose of updating them on the major activities, programs, and accomplishments of the church, answering questions, and thanking them for their continued service and support. Adequate notice will be provided via electronic and/or other means.
- A-9.03 The moderator of the session or her or his designee shall preside at meetings of the College of Officers.
- A-9.04 Meetings are for the purpose of communication between the session and those in ordered ministries. As such, no formal action may be taken at its meetings.

X. MEETINGS OF THE CONGREGATION

- A-10.01 The congregation is composed of all the members on the active roll of the Mount Pleasant Presbyterian Church at any given time. All such members who are present at a duly called congregational meeting are entitled to voice and vote. Voting by proxy is not allowed.
- A-10.02 Public notice of any meeting of the congregation shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.
- A-10.03 The quorum of a meeting of the congregation shall be 150 of the members, as determined by the meeting's moderator.
- A-10.04 All meetings of the congregation shall be conducted in accordance with the most recent edition of *Roberts' Rules of Order* except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.
- A-10.05 The clerk of session shall serve as the secretary of meetings of the congregation. If the clerk is unable to serve, the congregation shall elect a secretary. [G-1.0505] The session shall read, correct, and approve the minutes of such meeting at its next scheduled meeting and shall enter them into the permanent record.

- A-10.06 Business to be transacted at meetings of the congregation shall be limited to that set forth in the notice to the congregation, and shall be limited to those matters set authorized by the Book of Order [G-1.0503] of electing officers; calling pastors; changing or dissolving the calls of pastors; buying, mortgaging, or selling real property; requesting exceptions from the presbytery; or approving, amending, or dissolving a plan of joint congregational witness; or receiving a disciplinary decision against a member of the congregation required by D-9.0102.
- A-10.07 When the business to be conducted involves the election of church officers, the following procedures shall apply. When the number of nominees equals the number of elders and deacons to be elected, the congregation may vote by voice vote or show of hands. When the number of nominees is greater than the number of elders and deacons to be elected, the congregation shall vote by secret ballot. A majority of all the voters present and voting shall be required for election.
- A-10.08 The congregation shall meet in person except when deemed necessary by the session, in which case the meeting shall be governed by section 12.01 of this manual. Hybrid meetings of the congregation are not allowed. A hybrid meeting is a meeting where some participants attend in person while others join remotely via video conferencing or other online platforms.

XI. TRUSTEES

- A-11.01 The congregation shall elect three trustees who may serve an unlimited number of consecutive five-year terms.
- A-11.02 It is the responsibility of the trustees to execute the corporate business of the congregation, as directed and authorized by congregational and session actions. [G-4.01]

XII. ELECTRONIC MEETINGS AND VOTING BY ELECTRONIC MEANS

- A-12.01 Meetings of the session, diaconate, committees, and the congregation may be held by electronic means rather than in person, provided that such a meeting does not lose its character as a deliberative assembly in that all participants can hear and participate in the meeting.
- A-12.02 The meeting is called by the moderator or committee chair, who must provide adequate notice that the meeting is to be held electronically and include instructions for participation in the electronic meeting. Minutes of the meeting must note the means of communication.
- A-12.03 At the discretion of the moderator or committee chair, the session, diaconate, and committees may meet in person with the opportunity for members to

participate electronically (hybrid meeting), so long as the conditions of A-12.01 are met and that members have the right to vote. Minutes of the meeting should note the participation by electronic means.

- A-12.04 Matters between meetings of the session, diaconate, or committees may be decided by email vote. Only one item or subject is put forward for a vote by the moderator, clerk, or committee chair, who shall simultaneously provide all members with the same information and documentation. A reasonable deadline by which votes should be received shall be stated and shall not be less than two business days. The number of members who record a vote by email within the time limit must equal or exceed the number required for a quorum at an actual meeting. Should any member pose a question or ask for additional information on the matter, no email votes will be recorded. After additional information is disseminated to all participants, the moderator, clerk, or committee chair may introduce the matter for vote by email according to these guidelines one additional time. If a vote cannot be taken on the second attempt because questions continue or the need for discussion is clear, then the matter must be taken up at a regular or special meeting, which may be held by electronic means. Results of the voting will be reported by email to all members once voting has ended. The vote will be reported in the minutes of the next session, diaconate, or committee.

XIII. AMENDMENTS

- A-13.01 This Manual of Administrative Operations is automatically updated by any relevant changes to the Book of Order.
- A-13.02 Other amendments may be approved by majority vote of the session with previous notice or by a two-thirds vote at any meeting.
- A-13.03 The clerk is empowered to make any editorial changes to this manual to ensure compliance with the Book of Order and shall inform the session of those changes.