MANUAL OF ADMINISTRATIVE OPERATIONS

MOUNT PLEASANT PRESBYTERIAN CHURCH
Mount Pleasant, South Carolina

Adopted by the Session September 25, 2018
Amended June 25, 2019, September 24, 2019, January 28, 2025, June 24, 2025, November 18, 2025, January 27, 2026, April 28, 2026, May 26, 2026, September 22, 2026

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.
h. Record the minutes of congregational meetings [G-1.0506]
i. Be responsible for compiling and preserving records of the session and Board of Trustees.
j. Serve as parliamentarian.
k. Distribute to all current officers the Manual of Administrative Operations following any revision.

l. 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
m. 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.

A-6.13 Christian Education Committee

Purpose:

The Christian Education Sessional Committee (CESC) of Mount Pleasant Presbyterian Church (MPPC) exists to support and guide Christian Education for all ages within our congregation.

- Within the purview of Christian Education, we strive, with God's help, to:
- Provide meaningful opportunities for faith formation.
- Equip members to be teachers and leaders within the church.
- Offer theologically appropriate resources for individual and group spiritual growth.
- The CESC supports the ministry teams of Adult Faith Formation, Children and Youth Ministries, and the Learning Center as they seek to faithfully nurture all God's people through their unique purposes and callings.

Through intentional listening, thoughtful interaction, and prayerful decision-making, the CESC strives to engage MPPC's faith community to use their gifts and passions in response to God's call. Our hope is that, through dynamic ministry, all of us may grow as disciples of Jesus Christ—living out our faith in our relationships, our church, our community, and the world.

Our purpose is to provide theologically age-appropriate materials and experiences that will nurture and grow the faith of all of MPPC through greater understanding of the Bible and God's purpose for their lives.

Membership:

Elders assigned to the committee, Director of Christian Education, Director of Youth Ministry, Director of Adult Faith Formation, Director of Learning Center, and any other interested, dedicated church members.

Meetings:

The CESC meets once a month for 10 months a year, virtually with occasional in-person meetings.

Responsibilities:

- As a sessional committee, we connect the Session with our educational ministry teams and provide support to educational staff in their work.
- Our responsibilities include:
- Providing oversight for Christian Education programs and ministries.
- Approving curricula and volunteers
- Administering the Child, youth, and adults with vulnerabilities protection policy [G-3.0106]
- Evaluating current programs to ensure their effectiveness and alignment with MPPC's mission.
- Envisioning future direction for Christian Education at MPPC.
- Discerning new ways God is working through the gifts and strengths of our staff and congregation.
- Facilitating communication between Session, educational ministry teams, and the congregation.
- Inviting the faith community to participate in and engage with Christian Education ministries.
- Stewarding resources faithfully for the benefit of these ministries.
- Offering leadership and coordination for church-wide events such as Rally Day, Advent, Lent, and Holy Week.

Relationships and Accountability

- The CESC operates as a sessional committee of MPPC and is accountable to the session. In this role, we:
- Collaborate closely with ministry staff, providing support, encouragement, and guidance in their work.
- Partner with ministry teams (Adult Faith Formation, Children and Youth, and the Learning Center) to help them articulate and enact their missions.
- Serve as a conduit between the Session and the congregation, fostering understanding, communication, and shared vision.
- Remain prayerfully accountable to God in all decisions and actions, seeking the Spirit's guidance as we lead and support Christian Education at MPPC.
- In all relationships, the CESC strives to work with humility, respect, and grace, trusting that God is at work through us to equip and nurture the body of Christ.

A-6.14 Finance Committee

Purpose: The Finance Committee is responsible for providing for the stewardship of the financial resources of Mount Pleasant Presbyterian Church so that God is glorified and to further the Great Ends of the Church [F-1.0304]

Membership: Membership consists of at least two current Session members, ideally with the chair being in the second year on the session. The church treasurer serves ex-officio with voice and vote. At-large members from the congregation may serve, bringing gifts in communication, organization, financial acumen, and spiritual leadership. The Senior Pastor and Director of Finance provide staff support.

Meetings: Meetings are typically held monthly. Meetings are not held without 50% of the committee members present, including at least one Session member. The committee chair prepares the agenda and reports regularly to the session.

Responsibilities:

- Presenting a budget proposal to the Session for each fiscal year.
- Contract annually for an external review or audit of the financial records of the church [G-3.0113].

- Supervise and direct the preparation of a statement of the financial condition of the church each month by the Director of Finance and present a financial statement to the session at least quarterly.
- Review the church's insurance coverage to protect the facilities, programs, staff, and elected and appointed officers of MPPC on a no less than annual basis and make recommendations to the session [G-3.0112]
- Provide oversight to committees in adhering to all financial policies of the church.

Relationships and Accountability: The Finance Committee works in close partnership with the Stewardship Committee and the Endowment Committee and is accountable to the session.

A-6.15 Missions Committee

Purpose: To engage the congregation to be the hands and feet of Christ by providing a variety of missional opportunities to serve others throughout the year.

Membership: Five to seven persons: typically three from the session, and at least two at-large members of the congregation. No one may serve more than six consecutive years. All members are appointed by the session. The committee will be divided into classes, which are determined by the session's normal rotation process. There will be an elder assigned to local missions and an elder assigned to international missions, to maintain continuity of information. A pastor or their designee serves as an ex officio member.

Meetings: The committee will typically meet quarterly and/or as needed. Additionally, the committee will communicate monthly via email. The agenda for each meeting will be set by the chairperson.

Responsibilities:

- Create and monitor annual missions budget (local and international).
- Disburse funds to mission partner agencies as outlined in the budget.
- Coordinate any response and support of organizations experiencing emergency needs throughout the year.
- Create strategic plan/calendar for the year highlighting organizations and missions themes to focus on.
- Implement communication plan to educate congregation about partner agencies and opportunities to serve using multiple avenues.
- Plan, advertise, engage congregation members, and execute opportunities to serve others throughout the year in coordination with mission partner agencies.
- Coordinate with mission partner liaisons to remain up to date on needs, opportunities to serve, and prayer requests from local and international mission partner agencies.
- Volunteer to be present and engage/support strategic direction of missions committee and established calendar events.
- Liaise with educational arms of church to integrate missions strategic plan into the life of the church.
- Ongoing evaluation of mission partner relationships to support MPPC's continued ability to be the hands and feet of Christ locally and internationally.

Missions Subcommittees & Ministry Teams:

Local Missions Subcommittee

- Chaired by an elder serving on the Sessional Missions Committee.
- Comprised of congregation members serving as liaisons to local mission partner

agencies.
- Meets quarterly to provide updates about ministry partners and to share needs and opportunities to volunteer.
- Provides input on budgetary needs through Chair.
- Provides volunteer support and coordination for missional opportunities throughout the year.

International Missions Subcommittee
- Chaired by an elder serving on the Sessional Missions Committee.
- Comprised of congregation members serving as liaisons to international mission partner agencies.
- Meets quarterly to provide updates about ministry partners and to share needs and opportunities to volunteer.
- Provides input on budgetary needs through Chair.
- Provides volunteer support and coordination for missional opportunities throughout the year.
- Coordinates and helps recruit participants for international mission trips.

Ministry Teams under Missions that have separate budgetary structure
- Hope House
- ESOL
- Refugee Support Ministry

Relationships and Accountability: The Local and International Missions Subcommittees are accountable to the Session Mission Committee and updates are provided through the elder serving as chair of the subcommittee. The Session Mission Committee is accountable to the Session and will utilize input from the subcommittees when creating the annual calendar and budget. The Mission Committee will provide a written report will be provided to the Session monthly.

A-6.16 Personnel Committee

Purpose: The Personnel Committee, in partnership with the Senior Pastor/Head of Staff, primarily focuses on human resources matters, including developing and recommending personnel policies, conducting compensation benchmarking, and approving the final personnel budget to submit to the Session. The Personnel Committee will serve as a resource to support the Senior Pastor/Head of Staff in creating a positive working environment for all employees.

Membership: The Personnel Committee will be comprised of two ruling elders, one as Chairman, the other as Assistant Chairman who will fill the role of Chairman in the following year. There will be an additional 5–7 members of the congregation as well. The church Chair of the Sessional Finance Committee will serve as an Ad Hoc member. No member shall serve more than 6 consecutive years on the committee.

Meetings: Meetings will be monthly on the 2nd Tuesday of each month.

Responsibilities: In partnership with the Senior Pastor/Head of Staff
• Developing and Maintaining Policies: Create, update, and maintain personnel policies, including the employee handbook.
• Job Descriptions: Develop and maintain job descriptions for all church staff positions as requested by the Senior Pastor/Head of Staff.
• Compensation and Benefits: Provide compensation benchmarking studies using current market

data. For ordained clergy, all compensation recommendations must be coordinated with the Charleston Presbytery Committee on Ministry (COM) and presented to the Session in accordance with the PCUSA Book of Order.
• Hiring and Termination: Assist Senior Pastor/Head of Staff as requested. The committee is authorized to approve search committees for program directors.
• Performance Reviews: Conduct regular performance reviews of Head Pastor and, in conjunction with the Head Pastor, other ordained staff.

Disciplinary Actions: Address disciplinary issues with employees as requested by Senior Pastor/Head of Staff.

• Advocacy for Staff: Advocate for church staff, ensuring their needs and concerns are addressed.
• Budget and Finance: Prepare and manage the personnel budget.
• Compliance: Ensures compliance with relevant federal, state, and church regulations.
• Communication: Assists the Senior Pastor/Head of Staff when requested in communicating with staff, the session, and other church leaders regarding personnel matters.

Relationships and Accountability: The committee is accountable to the session. It will present a written report to the session following each committee meeting. Committee members will maintain strict confidentiality regarding personnel matters.

A-6.17 Policy, Planning, and Government Committee

Purpose: To provide for the orderly governance and long-range planning of the session

Membership: At least four persons: with at least one from the session, one from the board of deacons, and least one at-large member of the congregation. No one may serve more than six consecutive years. All members are appointed by the session. The committee will be divided into classes, which are determined by the session's normal rotation process. The pastor and clerk of session serve as ex officio members.

Meetings: The committee shall meet at least quarterly and on the call of the chairperson or pastor. The agenda for each meeting shall be set by the chairperson and the pastor jointly. No meeting will take place without the pastor present, unless the pastor is notified and informed of all agenda items.

Responsibilities:

- Maintain a manual of all policies approved by the session
- Review all policies every two years in consultation with any pertinent committees
- Review all new or revised policies to ensure compliance with Book of Order and the Manual of Administrative Operations
- Assist the session in maintaining a process for committees to develop goals and objectives based on the church's vision and mission statements
- Assist the session in developing long-range plans for the church
- Solicit committee requests from each new class of elders and advise the session on committee placement for the new elders
- Assist the pastors in organizing and administering the training, examination process, and installation of new elders and deacons
- Work with the staff to plan and implement College of Officers events
- Work with staff to plan and implement the annual meeting of the congregation
- Nominate to presbytery members of the congregation to serve on committees of the presbytery
- Consider proposals, requests, position statements, and issues as they come from the General

Assembly and presbytery and recommend appropriate action to the session

Subcommittees and Ministry Teams:
None

Relationships and Accountability: The committee is accountable to the session. It will present a written report to the session following each committee meeting.

A-6.17 Property and Grounds Committee

Purpose: The committee is responsible for oversight and decision-making related to the upkeep and improvement of church campus.

Membership: Membership is made up of at least three current Session members, with the chair
being in his or her final year of a three-year Session term. At-large members come from the congregation, hopefully bringing various experiences and expertise on topics related to facilities
maintenance, utilities, construction, landscaping, and other relevant topics. The Director of Daily
Operations and/or other staff designee(s) of the Senior Pastor shall serve on this committee.

Meetings: Held typically monthly, meetings are not held without at least three members present, and with at least one session member in attendance, as well the Director of Daily Operations. Agenda and report to Session should be prepared by the committee chair with input
from all members, unless delegation needed upon occasion.

Responsibilities: Typical responsibilities include -
Ensure that the campus is clean, presentable, welcoming, and well maintained for

- congregants and visitors
- Ensure that a catalog of vendors for operations, maintenance, and campus
- improvements is maintained
- Ensure that all maintenance and repairs are completed
- Solicit congregational input regarding campus needs and improvements
- Ensure building security on campus
- Provide for mid and long-range planning and budgeting for campus maintenance and
- improvements

Relationships and Accountability: P&G committee must keep a close relationship with Director of Daily Operations, as many of tasks associated with its work are directed by her and our sexton. Close conversations with Finance Committee are important, as well as the Director of Finance, to stay within budget guidelines. Discussion with the Senior Pastor, Session, and others can be needed for important decisions and large expenditures. Keeping relationships with vendors for maintenance and repairs is critical for proper upkeep of church campus. Most importantly, listening to members of the staff and congregation about campus needs and being
held accountable to them is a critical responsibility for the committee.

A-6.18 Stewardship Committee

Purpose: The Stewardship Committee is responsible for encouraging faithful stewardship of the gifts God has entrusted to the congregation. Rooted in gratitude and discipleship, the committee promotes generosity of time, talent, and treasure, and leads the congregation in supporting the mission and ministry of the church through prayerful giving.

Membership: Membership is made up of at least two current Session members, ideally with the chair being in the second year on session. At-large members from the congregation may serve, bringing gifts in communication, organization, finance, and spiritual leadership. A designated member of staff will also serve on the committee. The chair of the Stewardship Committee, or their designee, shall serve also on the Finance committee as appropriate.

Meetings: Held typically monthly. Meetings are not held without at least three members present, including at least one Session member. The committee chair prepares the agenda and reports regularly to Session, ensuring stewardship efforts remain aligned with the mission, vision, and financial needs of the congregation.

Responsibilities: Typical responsibilities include –

- Encourage stewardship as a faithful response to God's grace, emphasizing generosity as part of Christian discipleship
- Plan, organize, and implement the annual pledge campaign in coordination with Session and staff
- Promote year-round stewardship education focused on gratitude, faithfulness, and participation in the church's mission
- Communicate clearly how financial gifts support the ministries, mission, and outreach of the congregation, using clear, compelling storytelling to show how financial gifts make an impact in the ministries and mission of the church
- Provide opportunities for members to make annual financial commitments (pledges)
- Work in partnership with the Finance Committee and Session to support responsible financial planning
- Assist in developing stewardship communications, testimonies, and educational materials
- Encourage participation from all members in supporting the life and ministry of the church
- Help cultivate a culture of gratitude by ensuring donors and members are thanked appropriately

Relationships and Accountability: The Stewardship Committee is accountable to the Session and works closely with the Finance Committee and church staff. The committee supports the Session in its responsibility for the financial leadership and spiritual vitality of the congregation, in accordance with the Book of Order (G-3.0201), which affirms Session's responsibility for the mission and stewardship of the church. Collaboration with the Senior Pastor, staff, and ministry leaders is essential to ensure stewardship efforts reflect the congregation's mission and calling. The committee serves the congregation by encouraging faithful, joyful, and prayerful stewardship of all God's gifts.

A-6.19 Worship Committee

Purpose:

The Worship Committee is responsible for providing for the church's worship and encouraging the people's participation in a manner that glorifies God within the Reformed tradition.

Membership: Membership consists of at least two current session members. At-large members from the congregation may serve, bringing gifts in communication, organization, and spiritual leadership. The Senior Pastor and Director of Music provide staff support.

Meetings: Meetings are typically held monthly. Meetings are not held without at least five members

present, including at least one session member. The committee chair prepares the agenda and reports regularly to session.

Responsibilities:

- Make provision for the regular preaching of the Word and celebration of the Sacraments, corporate prayer, and offering of praise to God in song, with the exception of those responsibilities reserved for the pastors [W-2.0304]
- Recommend to the session for its approval the occasions, days, times, and places for worship [W-2.0303]
- Annually prepare a communion schedule for approval by the session [W-3.0410]
- Oversee and coordinate the preparation of and serving of communion
- Plan, organize, and implement the support of worship based on the liturgical year, including special decorations
- Support the music program, including the Fine Arts Ministry
- Coordinate with the board of deacons for providing, training, and supervising ushers
- Coordinate with the session for providing greeters
- Coordinate decorations for the sanctuary as appropriate
- Work with the pastors in coordinating baptisms and weddings
- Review the wedding policy at least once every two years and make recommendations as needed for approval by the session
- Make recommendations to the session as to the selection of hymnals, service books, Bibles, and other permanent worship resources with the concurrence of the pastors and in consultation with the director of music [W-2.0305]
- Provide for educating the congregation about the church's worship in order to facilitate their full and active participation [W-2.0305]
- Provide honoraria for guest musicians and visiting preachers

Relationships and Accountability:

The Worship Committee works closely with the pastors and the director of music and is accountable to the session.

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:

- Have a voice at the meeting, but no vote.
- 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.