

Adopted by Session 8 June 2023

# Manual of Operations

## Donegal Presbyterian Church

1891 Donegal Springs Road  
Mount Joy, Pennsylvania

Adopted by Session 8 June 2023  
Revised 17 August 2023  
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Revised 15 August 2024

Adopted by Session 8 June 2023

Donegal Presbyterian Church is a congregation of the Presbyterian Church (U.S.A.) and shall be governed by the *Constitution* of the Presbyterian Church (U.S.A.). Donegal is also subject to the Constitutions and laws of the United States of America and the Commonwealth of Pennsylvania.

More importantly, Donegal seeks to be part of God's Mission in the world as described in F-1.01 of the Book of Order: ***The Mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ. Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God's mission.***

This Manual describes how this particular congregation organizes and acts to fulfill its part in God's mission. It is intended to serve as a reference document rather than as a constitution. Some sections, e.g., articles of incorporation, are difficult to change; others, like policies, can be changed by the action of the Session; still other sections, like procedures, can be changed as needed by the responsible entity of the church.

All gender references shall be inclusive.

References to the 2019-23 *Book of Order* are provided for convenience and are in no way meant to be complete. For detailed explanation of the governance of the PC (USA), please refer to the current *Book of Order*.

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## **BASIC DOCUMENTS**

### **1. Articles of Incorporation**

The Charter of Donegal Presbyterian Church, containing the Articles of Incorporation, was enacted into law on 11 September 1786 by the Commonwealth of Pennsylvania. A copy of the charter is kept in the Church safe in the church building.

### **2. Bylaws**

#### **BY-LAWS OF THE CONGREGATION ANNUAL ECCLESIASTICAL MEETING OF THE DONEGAL PRESBYTERIAN CHURCH**

### **Amended by Congregation February 7, 2021**

1. The Donegal Presbyterian Church of East Donegal Township, Pennsylvania, being a particular congregation of the Presbyterian Church (U.S.A.), recognizes that the constitution of said church is, in all its provisions, obligatory upon it and its members.
2. There shall be an annual meeting of the congregation on or about, within 14 days, the fourth Sunday of January for the transaction of any business properly coming before such meeting. There shall be a special meeting of the congregation on or about, within 14 days, the third Sunday of October for the purpose of electing church officers including Ruling Elders, Deacons, and at-large members of the Nominating Committee. (G-1.0501)
3. Special meetings may be called for any or all of the purposes appropriate to an annual meeting or to conduct such other business as may be proper for congregational consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting. Meetings of the congregation shall be called:
  - a. By the Session whenever it determines such a meeting is necessary.
  - b. By the Presbytery whenever it determines such a meeting is necessary.
  - c. By the Session when requested in writing by one fourth of the active members on the roll of the congregation. (G-1.0502)
4. Public notice of the time, place, and purpose of all meetings of the congregation shall be publicly announced from the pulpit at two successive Sunday worship services preceding the hour of the meeting. (G-1.0502)
5. The installed Minister shall ordinarily moderate all meetings of the congregation. If it is impractical for the Minister to preside, he or she shall invite another Minister of Word and Sacrament who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed Minister, or the installed Minister is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator. (G-1.0504)

6. The Clerk of the Session shall serve as secretary for all meetings of the congregation. If the Clerk of Session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting. (G-1.0505)
7. All active members of the congregation present at either annual or special meetings are entitled to vote. Congregations shall provide by rule the quorum necessary to conduct business. (G-1.0501)
8. Voting by proxy is not allowed. (Per Robert's Rules)
9. A quorum shall consist of 25 members or one tenth of the members, whichever is greater. (G-1.0501)
10. Meetings shall be conducted in accordance with the most recent edition of "Robert's Rules of Order Newly Revised", except in those cases where The Constitution of the Presbyterian Church (U.S.A.) provides otherwise. (G-3.0105)
11. All meetings shall be opened and closed with prayer. (G-3.0105)
12. There shall be up to twelve (12) Ruling Elders, as needed, on the Session and up to twelve (12) Deacons, as needed, on the Board of Deacons.
13. No Ruling Elder or Deacon shall be elected for a term of more than three years, nor shall a Ruling Elder or Deacon serve for consecutive terms, either full or partial, aggregating more than six (6) years. A Ruling Elder or Deacon having served a total of six years shall be ineligible for re-election for a period of at least one year. There shall always be three classes of Ruling Elders in the Session and three classes of Deacons on the Board of Deacons. The classes shall be as nearly equal in number as possible, of which only one class shall expire each year. Terms shall ordinarily be for three years, except when it is necessary to elect some Ruling Elders or Deacons for shorter terms in order to equalize the number in classes or to fill vacancies. (G-2.0404)
14. There shall be a representative nominating committee appointed and elected annually in the following manner:
  - a. Two members appointed by and from the Session, one of whom shall be named by the Session as moderator.
  - b. Two members appointed by and from the Board of Deacons.
  - c. Five members elected at large by and from the congregation at the special congregational meeting(s), none of whom may be in active service on the Session.
  - d. The Minister of Word and Sacrament shall be an ex officio member of this committee and without vote.
  - e. A person, having served a total of six consecutive years on the nominating committee (two terms), shall be ineligible for re-election for a period of at least one year. (G-2.0401)

15. Members of the Nominating Committee shall be eligible to be included in the nominating committee's report of any vacancy to be filled for elective office. The committee initially shall meet prior to the month of July, in order to allow for the discernment of God's call to possible nominees. Those nominated shall be visited and informed of the office to which they have been nominated. The committee shall submit to the special congregational meeting, on or about, within 14 days, of the third Sunday of October, nominations for each office. Additional nominations may be made from the floor by any active member, with prior consent of the nominee.
16. Rules 3-11, 13 and 17 may only be amended or repealed in accordance with the Book of Order. Rules 2, 12, 14 and 15 may be amended or repealed at any annual meeting by a two-thirds vote, and at any special congregational meeting by a two-thirds vote, provided in the latter case that full notice of intention to change the rules shall have been read with the calls of the meeting.
17. The Council and Board of Deacons of the congregation will consist of the following:
  - a. Council
    1. Session (G-3.02)– will be composed of the Minister of Word and Sacrament, as moderator, the Clerk, and elected active ruling elders, who are responsible for the total welfare of the church as directed and outlined in the Constitution of the Presbyterian Church (U.S.A.). The Clerk of the Session shall be a ruling elder elected by the Session for such term as it may determine. (G-3.0104)
    2. Only persons eligible for membership in the congregation or council shall be eligible to be members of the corporation and to be elected as trustees. The ruling elders on the Session of a congregation, who are eligible under the civil law, shall be the trustees of the corporation, unless the corporation shall determine another method for electing its trustees. Presbyteries, synods, and the General Assembly shall provide by rule for the election of trustees from among persons eligible for membership in the council. (G-4.0102)
    3. The corporation so formed, or the individual trustees, shall have the following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for the congregation; provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting; to accept and execute deeds of title to such property; to hold and defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the congregation, all subject to the authority of the Session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.). The powers and duties of the trustees shall not infringe upon the powers and duties of the Session or the board of deacons. (G-4.0101)
    4. The Trustees, comprised of the Session, shall annually appoint a President, Vice-President, and Secretary to conduct Trustee business. They will be the presiding officers and secretary for the corporate meeting held in conjunction with the annual meeting of the congregation and the meeting shall be attested by the presiding officer and the secretary and shall be entered in the minute book of the Session.

b. Board

1. The ministry of 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. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry. (G-2.0201) Deacons may be individually commissioned or organized as a board of deacons. In either case, their ministry is under the supervision and authority of the Session. Deacons may also be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation. Deacons shall assume other duties as may be delegated to them by the Session, including assisting with the Lord's Supper. (W-3.3616). A congregation by a majority vote may choose not to utilize the ordered ministry of deacons. If the congregation has neither a board of deacons nor individually commissioned deacons, the function of this ordered ministry shall be the responsibility of the ruling elders and the Session. (G-2.0202) A joint meeting of the Session and board of deacons shall be held annually to confer on matters of common interests with the moderator of the Session presiding. (G-6.0405, Book of Order 2009-2011)

18. There will be appropriate teams/boards established by the Session on consultation with the moderator to be responsible for various ministries of the church.

Amended by the Congregation 2/07/2021

Amendment History

- 1) 2/07/2021 – removed requirement that congregational meetings be held in the church edifice. (Paragraph 2)

**3. Mission Statement**

Donegal Presbyterian Church is a body of believers guided by the Holy Spirit, committed to teaching and sharing the Good News of Jesus Christ with a growing and changing community, believing that, with God, all things are possible.

**4. Standing Rules**

- Stated Session meetings are normally held the third Thursday of the month at 7:00 p.m.
- Board of Deacons meetings are normally held the second Thursday of the month at 7:00 p.m.
- The annual joint meeting of Session and Deacons is normally held at the March Session meeting.
- Each board will keep a full and accurate record of its proceedings.

- An agenda for each meeting of Session or the Board of Deacons will be distributed electronically<sup>1</sup> at least five days before the next scheduled meeting.
- Minutes of each meeting of Session or the Board of Deacons will be distributed electronically<sup>1</sup> at least five days before the next scheduled meeting.
- Reimbursement procedures: Deacons or Team members may be reimbursed for out-of-pocket expenses for church functions or purchases by submitting a receipt for said items to the appropriate team chairperson or president of the deacons, using the reimbursement form available in the church office.
- A quorum of the Session shall be the Minister or other presiding officer and one third of the elders but no fewer than two, except for the reception and dismissal of members, when the quorum shall be the moderator and two members of the Session. (G-10.0202, 2009-2011 Book of Order)
- A quorum for the Board of Deacons is the Moderator and a majority of voting members. (G-3.0203)
- Any correspondence sent to an area church, the community at large, or a governing body of the denomination on behalf of the church should be presented to the Session before being sent. If a time constraint is involved, such correspondence should be shared with the Minister and/or Clerk for input.
- Severe Weather Policy--In case of severe weather, the 9:00 a.m. service of worship and Sunday School will be cancelled. If feasible, the 11:15 a.m. service will be held. Such a decision will be made by 5:30 a.m. by the Minister and communicated through the church website, phone answering machine message, and media outlets.
- The Lord's Supper shall be celebrated as a regular part of the Service for the Lord's Day, preceded by the proclamation of the Word, in the gathering of the people of God. When local circumstances call for the Lord's Supper to be celebrated less frequently, the Session may approve other schedules for celebration, in no case less than quarterly. If the Lord's Supper is celebrated less frequently than on each Lord's Day, public notice is to be given at least one week in advance so that all may prepare to receive the Sacrament. (W-3.0409)

## ORGANIZATIONAL STRUCTURE

### 5. The Congregation

Membership in Donegal is guided by the following principles from the *Book of Order*.

"The Church is the body of Christ. Christ gives to the Church all the gifts necessary to be his body. The Church strives to demonstrate these gifts in its life as a community in the world (1 Cor. 12:27–28)" (F-1.0301).

"The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction.

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<sup>1</sup> Paper copies will be provided for members who do not have electronic access.



There is therefore no place in the life of the Church for discrimination against any person" (F-1.0403)

Donegal Presbyterian follows membership categories as stated in the 2009 – 2011 Book of Order, which identifies three categories of membership. These are:

**Baptized Members** (G-5.0301) have received the Sacrament of Baptism and who have been enrolled as a baptized member by the Session but who have not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members are entitled to the pastoral care and instruction of the church.

**Active Members** (G-5.0302) are those who have made a profession of faith in Christ, have been baptized, have been received into membership of the church, have voluntarily submitted to the government of this church, and who participate in the church's work and worship. An active member is entitled to all the rights and privileges of the church, to present children for baptism, to take part in meetings of the congregation, and to vote and hold office.

**Inactive Members** (G-5.0303) are those who do not participate in the church's work and worship. An inactive member is entitled to all the rights and privileges of an active member except the right to speak in the meetings of the congregation and to vote and hold office.

**Affiliate Members** (G-5.0304) are those who are an active member of another church of this denomination or of another denomination or Christian body, who have temporarily moved from the community where the church of active membership is situated, have presented a certificate of good standing from the appropriate governing body of that church, and have been received by the Session as an affiliate member. An affiliate member is entitled to all the rights and privileges of an active member except the right to vote and hold office.

The Session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The Session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. The roll of active members will be reviewed by the Session at least annually.

As required by Laws of the Commonwealth of Pennsylvania, only the members of legal age (18 years) shall be eligible to vote on questions dealing with property and matters that are strictly the business of the corporation. Otherwise, all active members of the church are eligible to vote at all stated and special meetings of the church.

### **Ministry of the Congregation**

Membership in the church is a commitment to participate in Christ's mission. A faithful member bears witness to God's love and grace and promises to be involved responsibly in the ministry of the church. The many forms of involvement are briefly identified in G-1.0304.

## Meetings of the Congregation

- **Annual Meeting:** There shall be an annual meeting of the congregation on or about, within 14 days, the fourth Sunday of January for the transaction of any business properly coming before such meeting. The meeting will review and approve changes to the Pastoral Terms of Call, and attend to any business properly coming before the congregation. The time for convening the meeting shall be designated by the Session in the notice calling the meeting. (Bylaws, #2) (G-1.0501)
- **Congregational Meeting:** Additionally, there will be a Special meeting of the congregation, typically in October, to elect officers and members of the Nominating Committee. (Bylaws, #2) (G-1.0501)
- **Special meetings** of the congregation may be called by the Session or the Presbytery or by written request by one fourth of the active members of the church in good standing. The purpose of all special meetings shall be clearly stated in the call of such meetings and no other matter save that specified in the call may be considered. (Bylaws, #3) (G-1.0501)
- **Public notice** of the time, place, and purpose of all meetings of the congregation shall be publicly announced at a regular worship service from the pulpit and the church bulletin on at least two successive Sundays prior to such meeting. Other media (i.e., email, Facebook, [www.Donegalpc.org](http://www.Donegalpc.org), newsletter and direct mailing, etc.) may also be used. (Bylaws, #4) (G-1.0501)
- **A quorum** for the transaction of business at a meeting of the congregation shall consist of at least 25 active members or ten percent (10%) of the active members of the church, whichever is greater. All voting shall be in person. Proxies shall not be recognized. (Bylaws, #8, 9) (G-1.0501)
- **Conduct of Meetings:** All meetings shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except in those cases where the constitution of PC (U.S.A), provides otherwise. (Bylaws, #10) (G-3.0105)
- **Nominations from the Floor:** Any electoral slate presented to the congregation shall be open to nominations from the floor, whether the slate is full or not. (G-2.0401) The nominees must be present at the time of nomination and indicate their willingness to serve. Such nominees may be referred back to the Nominating Committee by motion.
- **Examination for Service:** Nominees elected to ordered ministry (i.e., to become a deacon or a ruling elder) must be trained and examined by Session as required in G-2.0104b of the Book of Order prior to ordination and/or installation. Such examination may result in the nominee being excused from eligibility.
- **Amendments:** If the congregation proposes any amendment to an installed Minister's Terms of Call, the matter will be referred to Session for their review. Session will bring a recommendation back to the congregation for a vote (G-1.0503c). Proposed amendments to all other motions on the floor shall be considered in accord with the latest edition of *Robert's Rules of Order*.
- **Presiding Officer:** The installed Minister shall ordinarily moderate all meetings of the congregation. If it is impractical for the Minister to preside, he or she shall invite another minister of the Word and Sacrament who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed Minister, or the

installed Minister is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator. (G-1.0504)

- **Secretary:** The Clerk of Session shall serve as the Secretary of the congregation and Corporation for all meetings of the congregation and shall have all the powers and duties of the secretary of a nonprofit corporation under the laws of the Commonwealth of Pennsylvania. If the Clerk of Session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting. (G-1.0505)

## 6. **The Session**

The Session is the council, i.e., the governing body, of the congregation. It is composed of those persons elected by the congregation to active service as ruling elders, together with the installed Minister and associate Ministers (if any). Session has the 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. The Session is responsible for linking the congregation to the life of the whole church, particularly in its relationship with the presbytery. (G-3.0201 & G-3.0202)

All members of the Session are entitled to vote. Ruling Elders are in three classes, each elected on a rolling basis for a three-year term. There are up to four elders in each class. If a vacancy occurs in a class, the congregation shall elect a person to serve for the unexpired portion of the three-year term. Elders may serve for up to six consecutive years. No elder who has served for six consecutive years is eligible for election to the Session for at least one year (G-2.0404). (Bylaws # 12 & 13)

The Minister shall be the moderator of Session (G-3.0104) and Session shall not meet without the Minister or designated moderator (G-3.0201). If there is no installed Minister, the Presbytery of Donegal shall make provision for a moderator.

When necessary, a Special Meeting may be called by the Moderator or by two ruling elders requesting a special meeting in writing (G-3.0203). Elders will be notified of such a meeting via email and follow-up phone calls. These meetings will be scheduled with as much prior notice as possible; however, situations may arise which preclude a week's notice. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. The Session shall also meet when directed by Presbytery.

A quorum of the Session shall be the Minister or other presiding officer and one third of the elders but no fewer than two, except for the reception and dismissal of members, when the quorum shall be the moderator and two members of the Session. (G-10.0202, 2009-2011 Book of Order)

The Clerk of Session is elected by the Session for a term as it may determine. The Clerk must be a Ruling Elder (G-3.0104) but does not have to be in active service on the Session. A Clerk who is not in active service on the Session serves with voice but no vote. The Clerk's duties and responsibilities are described in G-3.0104 with greater detail provided in the *Clerk of Session*

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*Manual* approved by Donegal Presbytery. The Clerk should work with the moderator to assure that all Session and congregational actions are consistent with the *Book of Order* and that decisions are reached in a procedure that follows *Robert's Rules of Order*. The Clerk will record each meeting electronically as an aid in the preparation of written minutes.

The Treasurer is elected by the Session for an annual, renewable, term. (G-3.0205)

As prescribed in the bylaws, the Session serves as the Board of Trustees for the corporation of The Donegal Presbyterian Church. Decisions of the Session on matters of property shall be considered decisions of the Board of Trustees. The President and Vice President of the Board of Trustees shall be elected by the active Ruling elders for an annual term. The Secretary is the Clerk of Session; the Treasurer is the Treasurer of the church. (Bylaws #17, sections 2,3,4)

The Session does much of its work through teams organized around particular aspects of its ministry. The number and duties of these teams can be changed by a majority vote of Session members.

The elder(s) on a team is responsible for securing congregational members to serve on their teams and for scheduling meeting times. To foster communication, appropriate staff or representatives from other entities are recommended. For example, the Director of Music should attend appropriate meetings of the Worship Team, as should a representative from the Flower Team. Youth Group Advisors may attend Christian Education meetings. The number of laypersons on a team is left to the discretion of the team, but ordinarily this number should be at least three.

Team chairpersons are responsible for submitting for inclusion on the Session agenda: a) recommendations for action; and b) items for information. Chairpersons are also responsible for writing appropriate articles for the newsletter, preparing an annual report of the work of the team, and for reporting on the work of the team at the stated meeting as teams are considered committees of the Session.

Recommendations coming from team to Session for action do not need a second.

## 7. Board of Deacons

### **Purpose**

The purpose of the Board of Deacons is to lead the congregation in the exercise of ministries 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) and is subject to the oversight of the Session. It is the duty of deacons to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the Session, such as leading the people in worship through prayers of intercession, reading the Scriptures, presenting the gifts of the people, and assisting with the Lord’s Supper.

### **Membership**

The Board is composed of up to twelve members. A Moderator, Vice Moderator, Secretary, and Treasurer are selected from among the twelve. The Minister shall be an advisory member. (Bylaws, #17b1)

### **Terms of Office**

Deacons are in three classes, each elected on a rolling basis for a three-year term. There are up to four deacons in each class. (Bylaws, #13)

### **Reporting**

The ministry of the Board of Deacons is under the supervision and authority of the Session (G-2.0202). The deacons' minutes and statement of accounts are submitted to the Session on a regular basis for review and approval. The Board nevertheless operates with considerable autonomy, by and large choosing its own programs and working freely within its own funding levels.

### **Meetings**

While the deacons' meetings are not closed, the sensitive pastoral nature of certain diaconal concerns warrants occasional discussions being held in restricted sessions.

As officers of the church with and under the direction of the Session, the Constitution requires the Session to meet with the Deacons in a joint meeting at least annually, although no actions may be jointly taken. A joint meeting of the Session and Board of Deacons shall be held annually to confer on matters of common interests with the moderator of the Session presiding. (G-6.0405, Book of Order 2009-2011)

## 8. Committees/Teams

The current Teams of Session are: Administration, Buildings & Grounds, Communication/Marketing, Christian Education, Donegal Outreach, Endowment Fund, Finance, Hospitality, Stewardship, Technology, and Worship.

The current teams of the Deacons are: Nursery, College/Service people, Pew Caretaker, New Member Events/Over 70's Luncheon, Easter Egg Hunt, Fellowship Sunday (church picnic), and Christmas Fundraiser.

The Responsibilities of each team are described below. Changes to the responsibilities may be proposed by the affected team for approval by Session.

## 9. Session Teams

### **Administration**

#### (a) Purpose

The active and expanding ministries and programs of the Church require a highly capable, motivated group of clergy and lay program and administrative staff. In conjunction with the Minister, the Administration Team of Session is responsible for establishing personnel policies to assure prudent and equitable human resource administration and for setting and administering the Church personnel budget to assure appropriate compensation and benefits for all staff.

As Head of Staff, the Minister, in consultation as needed with the Session, is responsible for the day-to-day management of the church staff, including alignment of responsibilities. In consultation with the Administration Team, the Minister shall also be responsible for the hiring and termination of employees.

(b) Membership

The Administration Team shall consist of one Elder currently serving on Session who shall chair the team; a second Elder, and one or more members from the congregation, as recommended by the Minister and the Chair of the Administration Team, and the Minister. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings

The Administration Team shall meet as needed to anticipate and manage the staffing needs of the church.

(d) Responsibilities

The Session is the employing agent for all non-ordained staff. The Minister and Associate Minister are called by the congregation, and are directly responsible to, and members of, the Presbytery. The Administration Team is a pastoral arm of the Session and congregation and, with the pastor, is responsible for the oversight, nurturing, and discipline of employees. The main responsibilities of the Administration Team are to:

- With the Minister, be sensitive to the employment needs of staff, and to recommend to the Session changes in terms of employment that best serve the church and the employee.
- Create, communicate, review and recommend revisions in job descriptions, with the input of the Minister.
- Annually review the work of staff and make recommendations to Session for adjustments in compensation.
- Annual seek evaluative input from other congregational leaders, conduct performance reviews with the Minister in a timely fashion, and make recommendations to Session for changes in their terms of call.
- Be familiar with the current policies and practices of the Presbyterian Board of Pension and any prospective changes affecting the pastor.
- Administer salary and benefits for Donegal's program and administrative employees.
- Periodically, compare Donegal's policies, job descriptions, salaries and benefits with other congregations of similar character.
- Periodically seek to discover best practices that are in operation in other churches, and which impact staff development.

- Encourage staff to regularly upgrade their skills and awareness of leading-edge practices related to their area of employment, and encourage the Session to provide commensurate resources.
- At least annually, provide opportunities for a “thank you” to the staff on behalf of the congregation.

### Buildings & Grounds

#### a) Purpose

To care for the physical property of the congregation so that it supports the ministry of the church and provides a safe and welcoming space for both church and community activities.

#### b) Membership

At least two elders currently serving on Session, one of whom shall serve as liaison with the Session, and three other members of the congregation.

#### c) Meetings

Monthly and as needed.

#### d) Responsibilities

1. Provide for the maintenance of church properties in good order, including mechanical, electrical, plumbing, heating, safety, and security systems.
2. Arrange for and contract with such commercial services as are required for the regular maintenance of the church properties.
3. Ensure that all required safety and health inspections are carried out when due.
4. Working with the Administration Team, obtain property and liability insurance to protect its facilities, programs, staff, and elected and appointed officers (G-3.0112)
5. Supervise the work of the church sexton.
6. Prepare a proposed operating budget for submission to the Stewardship Team.
7. Identify major repair and renovation needs and propose a capital budget, including grounds maintenance annually. The grounds maintenance capital budget can be presented to the Donegal Society at their Fall meeting to gain financial support.

### Communication/Marketing

#### (a) Purpose

To facilitate communications of the church mission and activities within the congregation and the community.

#### (b) Membership

At least one elder currently serving on Session who shall chair the team; one deacon and three other members of the congregation. The Minister serves as an ex officio member.

(c) Meetings

Monthly or as needed.

(d) Responsibilities

- 1) Coordinate publication of the Weekly Witness and other communications to the congregation.
- 2) Lead development and maintenance of the Session Google Workspace.
- 3) Coordinate postings to social media about Donegal Presbyterian Church.
- 4) Provide publicity of Donegal Presbyterian Church events to local media.
- 5) Publish and keep current a directory of members.

Christian Education
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(a) Purpose

To provide for the spiritual development of members through the exploration of our Christian heritage in the Bible, church history, theology, and the contemporary Christian life; thereby helping them to live the Good News.

(b) Membership

At least one elder currently serving on Session who shall chair the team, the Pastor, and other members as needed to accomplish program, giving special attention to cultivating future leadership. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings

Monthly, as a full team, and with opportunity for sub-team meetings (Adult, Children, Youth)

(d) Responsibilities

The Team shall be responsible for the implementation and oversight of the total Christian Education program of the Church through and with the direction of the Christian Education staff, specifically:

- Provide general counsel and assistance to the staff responsible for Christian education.
- Officer Training: with the Minister, arrange for officer training and examination in accordance with the requirements of the Book of Order.
- Research, plan and deliver effective and challenging adult education programs that address God's message to us about our relationship with God, our world, our neighbors and ourselves.
- Provide for regular and occasional Bible studies, book studies, and spiritual enrichment events.
- With the staff, plan and monitor the church school program including attendance, resources, and program.
- Study, approve, and periodically review the church school curriculum and teacher literature staying abreast of current trends in Christian education and curriculum.
- Purchase and distribute all church school curriculum, resources and supplies.



Adopted by Session 8 June 2023

- Provide teacher training, fellowship and support as will communicate a spirit of caring and prayerful partnership in the church school program.
- With the staff and counselors, plan and monitor the youth fellowship program providing fellowship opportunities for senior high (grades 9-12) and middle school (grades 6-8) students.
  - Program development that is respectful of God's Word and sensitive to the needs of teens in a changing cultural environment.
  - Regular youth fellowship meetings
  - Youth Led worship service
  - Local mission opportunities
- With the Minister and staff, plan and provide for an annual series of confirmation classes, with mentors.
- Plan events to celebrate Christian holidays such as Advent, Christmas, Lent, and Easter.
- Provide fellowship opportunities for families and children emphasizing family relationships, service and Christian values.
- Publicize and encourage children and youth to participate in Christian summer camps.

#### Donegal Outreach

##### a) Purpose

Donegal understands that our call to give our best work is not for ourselves, but for the work of the Kingdom of God. Therefore, we are dedicated to developing and fostering partnerships with local organizations and churches in pursuit of God's vision of spreading the Good News to the greater Fellowship region and to the ends of the earth. The purpose of the team is to keep the congregation aware of the needs and opportunities for participating in God's work in the world, individually and as a congregation.

##### b) Membership

At least two elders currently serving on Session, one of whom shall chair the team, the Pastor, and three other members of the congregation.

##### c) Meetings

Monthly

##### d) Responsibilities

- Develop and lead Mission outreach programs to the local community
- Coordinate Mission trips, including leading any fundraising events to support the trips.
- Prepare annual Mission budget for submission to the Stewardship team, ensuring that Donegal engages in both local and global missions through participation and contributions.

#### Endowment Fund

##### (a) Purpose

To supervise the actions taken in the Endowment Fund and make recommendations to Session actions with that fund. The team will operate in accordance with the most recent resolution for the Endowment Fund Committee and the Endowment Fund Management Procedures.

(b) Membership

- 1) All Endowment Fund Committee terms are two years;
- 2) Terms of Endowment Fund Committee members will end on the last calendar day of the year in which the term ends;
- 3) The Treasurer of the Church shall be the fifth member. The Clerk of Session and the Minister shall be ex-officio members without vote. Two Endowment Fund Committee member seats shall terminate each year.
- 4) Any Endowment Fund Committee member, except the ex officio members, may serve only a maximum of four years consecutively;
- 5) An Endowment Fund Committee member is eligible to re-join the Committee after 12 months of being away from the Committee;
- 6) Two members of Session shall serve on the Endowment Fund Committee and be appointed by Session.
- 7) Two non-Session members will be nominated by the Nominating Committee and be elected by the Congregation at a regular meeting.
- 8) Replacements will fill unexpired terms. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings

Monthly or as needed

(d) Responsibilities

1. Manage the Endowment Fund per the established Management procedures adopted by the Session.
2. Provide reports to the Session quarterly on Endowment fund activity and results.

**Finance**

(a) Purpose

The Finance Committee as a committee of the Session is established to ensure that gifts of material goods, personal abilities, and time are used in a thoughtful, prudent, and transparent manner in the ministry both within Donegal and in the wider world.

(b) Membership

1. The Finance Team of Session will consist of two elders currently serving on Session, one of whom will chair the team, and two other members of the congregation, who may serve two years on the Team. The pastor serves as an ex officio member.
2. Each nominee shall be asked to serve for three, one-year terms. In the event a Committee Member should leave prior to the end of their term, the Committee shall present

to the Session a new member for appointment.

3. Treasurer of the Church is encouraged to participate, but not required. The Church Administrative Bookkeeper is encouraged to participate but not required.

4. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings

1. The Committee will meet on a regular basis, or as recommended by the Chair.

2. The Committee will report its activities to the Session on a monthly basis and will keep minutes of its meetings.

(d) Responsibilities

1. Annually prepare a budget for the operation of the church and its ministry, based on ministry plans and budget requests prepared by the several teams or other entities of the church. Submit the budget to the Session for review and adoption.

2. As needed, prepare a budget for the capital needs of the church, i.e., expansion or renovation of church properties, and submit the capital budget to the Session for review and adoption, noting whether any of the proposed actions require the concurrence of the congregation (G-1.0503d) or the presbytery (G-4.0206).

3. Oversee the work of the Treasurer and the financial secretary (if any), ensuring the availability of equipment and tools necessary to their work.

4. In consultation with the Treasurer, regularly monitor the receipts and expenditures of the church within the framework of the adopted budget for the year. Review periodically actual transactions, operating cash flows, liquidity position, and performance against budget and projections. Inform the congregation periodically of the status of receipts and expenditures.

5. Authorize the Treasurer to pay all legitimate debts, salaries and wages encumbered by the church.

6. Provide for the secure counting, recording, conveyance, and deposit of all funds received for the work of the church.

7. Assure the maintenance of accurate records of the financial transactions of the church using accepted accounting procedures.

8. Cooperate with the annual audit of church finances in accordance with standard auditing procedures.

9. Lead Session review of DPC Strategic Plan and additional strategies for long-term financial sustainability.

10. Review and make recommendations to the Session regarding the establishment and termination of banking, investments and similar fiscal relationships.

11. Review DPC's investments, including investment objectives and strategy.

12. The Committee will review the Strategic Plan periodically and recommend any proposed changes to the Session for review

Hospitality
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(a) Purpose

Adopted by Session 8 June 2023

To provide opportunities for Christian fellowship for all members of the congregation and to others in the community.

(b) Membership

One elder to serve as liaison to the Session and other members as needed to fulfill the demands of the program year, giving special attention to cultivating future leadership.

(c) Meetings

Monthly or as needed

(d) Responsibilities

The team shall be responsible for the implementation of the following:

- Fellowship Hour between services
- Other events as determined by the Team and/or requested by other teams.

Stewardship

(a) Purpose

The Stewardship Team of Session is charged with encouraging each believer to use God's gifts of material goods, personal abilities, and time to reflect a faithful response to God's self-giving in Jesus Christ and Christ's call to minister to and share with others in the world (W-5.5004).

(b) Membership

The Stewardship Team of Session will consist of two elders currently serving on Session, one of whom will chair the team, the church Treasurer, and two other members of the congregation.

The Minister serves as an ex officio member. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings

The team will meet monthly.

(d) Responsibilities

1. In conjunction with the pastor, to plan an annual campaign to encourage members and other participants to commit their time, talent, and resources to the support of the church and its ministry; educating the congregation as to the opportunities and needs of the ministry, and interpreting the proposed budget.
2. Create or approve fund-raising opportunities for the various projects and teams of the church.

Technology

(a) Purpose

The technology committee is a group designed to support current technology usage as well as recommending future improvements/changes to the church's technology. The committee span is

Adopted by Session 8 June 2023

wide, from existing infrastructure, documenting how-to operations, providing support for existing technology through making recommendations on improvements to the church's technology.

(b) Membership

The Technology Committee of Session will consist of one elder currently serving on Session and other members of the congregation as appropriate.

(c) Meetings

Monthly or as needed

(d) Responsibilities

The team shall be responsible for

- 1) Support and security of current technology at DPC.
- 2) Support and security of current software at DPC.
- 3) Development and maintenance of documentation allowing members to use equipment as appropriate. Conduct training as needed on equipment/software.
- 4) Development of policies relating to technology and use of technology.
- 5) Advise Session on technology improvements at DPC, including amplification and internet availability.
- 6) Propose appropriate budget expenses to Session for inclusion in the annual budget.
- 7) Recommend policies on data preservation and security of data.
- 8) Supervise broadcasting of worship services.

## **Worship**

### **Worship Leadership**

Worship at Donegal shall be led giving glory to the triune God, and shall be sensitive to the Session's concerns for the peace and unity of the congregation, as part of the body of Christ, being mindful of and responsive to the existing parameters of our order of worship. Any other invited worship leaders beyond the invited pastor must be invited by the Session.

(a) Purpose: To provide for Christ centered, spiritually engaging and fulfilling worship experiences, in cooperation with the Minister and music staff.

(b) Membership: One elder currently serving on Session who serves as chair, the Minister, the Director of Music, Choir Director, Chair of the Flower Committee, and two or three additional congregational members. Individuals who are not active members of Donegal Presbyterian Church may not serve on or be members on this team.

(c) Meetings: Monthly and as needed in preparation for Christmas, Easter and special services (ordinations, installations, recognitions, anniversaries, etc.).

(d) Responsibilities

Corporate Worship

- Arrange for and communicate the following responsibilities:
  - Readers
  - Liturgist (when the Minister is absent)
  - Pulpit supply
  - Ushers
  - Greeters
  - Sound and audio recording management
- With the Minister, plan and coordinate the selected special worship services in the liturgical calendar, such as:
  - Maundy Thursday
  - Palm Sunday
  - Confirmation Sunday
  - Christmas Eve (2 services)
- With the Minister, arrange for special services, such as:
  - Confirmation
  - Wedding and Reaffirmation of Vows
  - Ordination/Installation
  - Memorial (funeral)
- Arrange for the creation and hanging of special decoration at appropriate seasons,
- Miscellaneous
  - Arrange for the coordination of other special services (e.g., Presbytery meetings).
  - Arrange with the custodian for the changing of worship paraments according to liturgical season, or as appropriate to the day.

Music

- Advise Administration Team on contractual relations for music staff:
  - Director of Music
  - Choir Director
- Arrange for a full and balanced complement of music offerings by the various choirs.
- Assist the Minister in cultivating a love and appreciation of music among the congregation.
- On behalf of Session, act on special requests for the use of the musical instruments of the church for non-church activities.

The choirs of Donegal Presbyterian Church have been organized for the purpose of Christian ministry to the church and the community as a whole. This ministry is offered to the community with the restriction that performances will not be given at specific invitation of a commercial entity or an association of business enterprises. This restriction does not include performances at a commercial establishment on the invitation of a social or non-profit organization for the benefit of its membership or the community at large.

Review

- Annually review compensation for:
  - Minister supply

- Substitute organist
- Guest musicians ·
- Annually review policies for:
  - Weddings
  - Funerals

#### Communications

- Prepare article for church communications and for the church website as appropriate.

### Nominating

#### a) Purpose

To identify those with gifts for leadership from the rich diversity of the members of the congregation and to propose them to the congregation for election to the offices of ruling elder and deacon.

#### b) Membership

The members are two ruling elders currently serving on Session, one of whom will serve as chair, a member of the board of deacons, and five members at large elected by the congregation. The Minister will serve ex officio and without vote. (G-2.0401)

#### c) Meetings

As needed.

#### d) Responsibilities

- To regularly engage in conversations with members of the congregation regarding their gifts for ministry and to encourage involvement in the activities of the church.
- To receive suggestions from congregational members regarding persons to be considered for nomination
- To invite members to serve as elected officers of the congregation
- To present a slate of nominees for the offices of ruling elder and deacon to the election meeting of the congregation
- In the event of a pastoral vacancy and the decision to seek an installed Minister, the nominating team will present a slate of nominees to serve on a Pastor Nominating Committee to a special meeting of the congregation.

### 10. Deacon Teams – Overview:

Nursery: oversees volunteer schedule and is liaison to caregiver(s)

College & service: corresponds with the college and service people of our congregation

Pew caretaker: upkeep of supplies in the pew racks in sanctuary

New member events/70's luncheon: oversees planning of these social events

Easter egg hunt: organizes activity for Easter Sunday morning

Fellowship Sunday (first 'formal' Sunday after summer break): oversees planning of social event

Adopted by Session 8 June 2023

Christmas fundraiser: recommends and coordinates program for membership participation.

#### 11. POLICIES: Require consideration and adoption by Session

The policies currently adopted by Session and their adoption date:

Policy	Adoption Date
Antiracism Policy	15 Aug 24
Cemetery Policy	17 Jan 13
Child/Youth Protection Policy	3 Dec 17
Conflict of Interest Policy	22 Apr 22
Congregational Care Fund Policy	18 Nov 21
Endowment Fund Management Procedures	16 Mar 17
Endowment Fund Resolution	16 Mar 17
Employee Policy Manual	21 Dec 23
Facility Use Policy	16 May 12
File Retention Policy	23 June 22
Memorial Garden Policy	20 Oct 22
Non-Discrimination and Grievance Policy	21 Apr 22
Nursery/Child Care Policy	18 May 23
Sexual Misconduct Prevention Policy	17 Aug 23
Wedding Policy	19 May 16

By reference in this document, the above policies are part of the Manual of Operations of Donegal Presbyterian Church.

The Session is responsible for reviewing all policies (including this Manual of Operations) every two years and when a new Book of Order is published.

#### 12. Annual Budgeting Process

The Session has the primary responsibility for preparing an annual operating budget and obtaining congregational support for it. The schedule for this process is as follows:

Teams submit budgets	September 30
Stewardship Sunday / Dedication of pledges	Second Sunday in October
Provisional budget to Session	November meeting of Session
Final Budget for Sessional approval	December meeting of Session
Congregational meeting (terms of call)	Fourth Sunday in January

#### 13. Annual Responsibilities of Session and Clerk

MONTH	DURING SESSION MEETING	OUTSIDE OF SESSION MEETING Clerk will:
Every <b>Month</b> in which Session Meets	1. Clerk reports: <ul style="list-style-type: none"> <li>• Significant Correspondence</li> </ul>	1. Update Church Register with: <ul style="list-style-type: none"> <li>• New members, baptisms, deaths, transfers</li> </ul>



	<ul style="list-style-type: none"> <li>Members received/Baptisms celebrated</li> <li>Celebration of Lord’s Supper</li> <li>Ordination/installation of new officers</li> </ul> <p>2. Session</p> <ul style="list-style-type: none"> <li>Approves minutes of previous meeting(s)</li> <li>Approves planned baptisms</li> <li>Approves minutes of congregational meeting</li> </ul>	<ul style="list-style-type: none"> <li>Weddings</li> </ul> <ol style="list-style-type: none"> <li>Prepare Session Minutes from previous meeting.</li> <li>Make sure Commissioners have Presbytery docket &amp; materials</li> <li>Create and issue docket for Session meeting in collaboration with moderator</li> <li>Receive and distribute reports from standing teams of Session and from treasurer</li> </ol>
January	<p>Session</p> <ul style="list-style-type: none"> <li>Approves annual statistical report</li> <li>Elects a Treasurer, corporate President and Vice President, commissioners to Presbytery</li> <li>Elects a Clerk if term has expired</li> <li>Appoints Session team and committee members, leaders, and liaisons</li> <li>Receives report of Endowment Fund Committee</li> </ul>	<ol style="list-style-type: none"> <li>Prepare annual statistical report for General Assembly</li> <li>In collaboration with moderator, prepare docket for Annual Meeting of congregation</li> <li>Enter annual statistical report data into GA website</li> <li>Enter Per Capita and Mission commitment to Presbytery website</li> <li>File Pennsylvania Annual Statement Nonprofit Corporation</li> </ol>
February	<p>Session</p> <ul style="list-style-type: none"> <li>Reviews composition of Session and deacons regarding ethnicity, age, sex, and disabilities in comparison with make-up of congregation. Advises Nominating Team of needs</li> <li>Session approves minutes of Annual Meeting of congregation</li> </ul>	
March	<ul style="list-style-type: none"> <li>Holds annual joint meeting with Deacons</li> </ul>	
April	<ul style="list-style-type: none"> <li>Receives report of Endowment Fund Committee</li> </ul>	Review need to deposit records with Presbyterian Historical Society
May	<ul style="list-style-type: none"> <li>Nominating Committee begins work for Officer Nominations</li> </ul>	
June – July		

August	<ul style="list-style-type: none"> <li>• Receives report of Endowment Fund Committee</li> </ul>	Begins Review of Roll of Active Members
September	<ul style="list-style-type: none"> <li>• Session approves leadership of church school</li> <li>• Sets Call for congregational meeting to elect officers</li> </ul>	Prepare minutes in final form, update register for annual review of records by Presbytery
October	<ul style="list-style-type: none"> <li>• Session does annual review of staff compensation</li> <li>• Approve Scout charters</li> <li>• Review Roll of Active Members</li> </ul>	Participate in Annual Review of Records
November	<ul style="list-style-type: none"> <li>• Conducts detail review of proposed budget for next year</li> <li>• Receives report of Endowment Fund Committee</li> </ul>	
December	<ul style="list-style-type: none"> <li>• Sets dates for communion in coming year;</li> <li>• Sets date for Annual Meeting of congregation</li> <li>• Adopts annual budget</li> <li>• Examines new officers, sets installation date</li> <li>• Adopts annual calendar of expected events</li> </ul>	

Adopted by Session 8 June 2023

#### Revision History

- 1) Aug 23: Changed to reflect election of Endowment Fund Committee congregation members by congregation. Added Finance Committee.
- 2) May 24: added restrictions on non-member participation in certain teams.
- 3) Aug 24: Added Antiracism policy