

#2.1

MANUAL OF ADMINISTRATIVE OPERATIONS

PURPOSE: These Policies & Procedures, Chapters 1 thru 8, together constitute Chapel by the Sea's *Manual of Administrative Operations*. Their purpose is to specify the form, guide the work and facilitate the orderly governance of Chapel by the Sea's Ministries and Missions. See *Book of Order* G-3.0106 (Administration of Mission).

APPLICATION: This *Manual of Administrative Operations* applies to all staff members, church elders, and church operations. Although a copy is maintained in the church office, the *Manual of Administrative Operations* as posted at www.Chapelbts.org represents the official version.

PROVISIONS:

1. Staff, Session Members, and Committee Chairs requesting changes or deletions to a current policy or procedure are encouraged to work with the Administration and Communication Committee in drafting specific changes and other material to be submitted to the Session for approval.
2. Policies and procedures may be changed, amended, added or deleted from the *Manual of Administrative Operations* by majority vote of the Elders present at a Stated Session Meeting.
3. Changes, amendments, additions and deletions under paragraph 2 are effective the date approved by Session, unless otherwise directed by Session.
4. A complete and current copy of the *Manual of Administrative Operations* shall be maintained in the office by the Office Administrator.
5. As changes occur:
 - a) The Office Administrator shall provide the changes to Staff and Session members in writing.
 - b) The Website manager shall update the policies and procedures section of the chapelbts.org website within one week of Session approval.
 - c) The Office copy of the *Manual of Administrative Operations* shall be updated by the Office Manager within one week of Session approval.
6. Staff and Committee Chairs are encouraged to review their respective policies and procedures on an annual basis to determine the need for revision, rewrite or removal.

RESPONSIBILITY: The Session Committees, working with the Administration and Communication Committee and the Staff, shall be responsible for maintaining up-to-date, Session-approved, policies and procedures.