

Manual of Administrative Operations

I. Purpose The Mount Jefferson Presbyterian Church is a member church in the Presbytery of Salem of the Presbyterian Church (USA). It has been called by God and organized by the Presbytery to proclaim the good news of Jesus Christ in worship and service to the needy, and to promote peace and justice in the world.

II. Governance This church's Congregation and Session shall be governed in accordance with the Constitution of the Presbyterian Church (USA), both its Book of Confessions and its Book of Order. Subordinate to that Constitution, these bylaws and then the latest edition of Roberts Rules of Order (Newly Revised) shall provide specific guidance.

III. Meetings The Session shall hold stated meetings monthly. Special meetings may be called in accord with BoO: G-3.0203.

The Congregation shall hold its annual meeting in the church building around the second Sunday in January. The business at that meeting (in accord with BoO: G-1.0503) shall include, but not be limited to:

- A presentation of the Financial Report for the preceding year.
- A presentation of the current year's budget adopted by the Session.
- Any proposed changes in the terms of call for the pastor(s) in accord with BoO: G-2.0804
- Election of members to serve on the current year's nominating committee.
- The annual corporate business meeting.

Special meetings of the Congregation may be called in accord with BoO: G-1.05.

IV. Notice of Meetings Reasonable notice of 24 hours shall be given of all special Session meetings.

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

V. Quorum for Meetings The quorum for Session meetings shall be the moderator and one third of elders in active service on the Session.

The quorum for Congregational meetings shall be the moderator and at least 10% of the active members.

The quorum for congregational meetings to make changes to this MJPC Administrative Operations Manual shall be the moderator and at least 25% of the active members.

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

VI. Incorporation In accord with the laws of the State of North Carolina, the Congregation shall cause a corporation to be formed (BoO: G-4.0101), if such has not already been done. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the Congregation.

VII. Membership In accord with BoO: G:1.03, the Session shall receive and nurture members of the church. The Session shall create and annually review rolls for all baptized members, active members, affiliate members, and inactive members in accord with BoO: G-1.04 and G-3.0204, also maintaining the required registers. Active members cannot be moved to the inactive category without first an attempt to encourage a more active role in the life of the congregation. Only after such an attempt can a vote by Session move a member to the inactive role.

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

VIII. Worship The Session shall ensure that services of worship of God are regularly and reverently held in accord with BoO: Directory for Worship and G-3.0201.

The Sacrament of the Lord's Supper shall be celebrated monthly as well as at other appropriate times, as the Session may decide in accord with BoO: W-2.4009.

The Sacrament of Baptism shall be celebrated in accord with the principles of BoO: Directory for Worship.

IX. Nominating Committee In accord with BoO: G-2.0401, the Congregation shall form a nominating committee in the following manner:

- There shall be five members.

- Two of the members shall be elders designated by the Session, at least one of whom shall be currently serving on the Session, and who shall serve as chair of the committee.
- Three of the members, who are not elders currently on the Session, shall be nominated by the nominating committee and elected at the annual meeting of the Congregation.
- Members of the committee shall be elected annually, and no one shall serve more than three years consecutively.
- The pastor (or moderator of the Session) shall be a member ex-officio, but without vote.
- The committee shall bring to the Congregation nominations only for the number of positions to be filled.
- The floor shall be made open for additional nominations.
- Elections in the Congregation shall be fair, just and inclusive in accord with BoO F-1.0403, and G-3.0103, G-3.0104, and G-2.0401.

X. Session The Congregation shall elect twelve elders distributed into three equal classes.

Each year a new class of elders shall be elected for a three year term. Elections will take place by the month of November.

Those elected as elder shall be prepared and examined by the Session in accord with BoO: G-2.0402.

Newly elected Ruling Elders will be ordained/installed during worship around the second Sunday in January. If necessary, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of the vacated position's term. Ruling Elders elected in this manner will be ordained/installed at the earliest convenience following their preparation and examination by the Session.

No elder shall serve for consecutive terms, either full or partial, aggregating more than six years.

An elder having served a total of six years shall be ineligible for re-election to the Session for a period of at least one year.

- XI. Commissioner to Presbytery** The Commissioner to Presbytery shall be a Ruling Elder yearly elected by the Session at the January stated meeting. The Session will receive the Commissioner's reports at the Session meeting immediately following each Presbytery meeting. In the case that the elected Commissioner cannot attend a particular meeting, the Session may appoint a substitute from among active Ruling Elders on Session. The Commissioner is open for re-election every year.
- XII. Clerk of Session** The Clerk of Session shall be a Ruling Elder yearly elected by the Session at the January stated meeting. The Clerk of Session is open for re-election every year.
- XIII. Treasurer** The Treasurer shall be a Ruling Elder yearly elected by the Session at the January stated meeting. The Treasurer is open for re-election every year. The Treasurer will make monthly financial reports to the Session and be supervised by the Session.
- XIV. Budget** A yearly budget will be presented to the Session for adoption in November by the Financial Committee.
In accord with BoO G-3.0113, a full financial review of all financial books and records shall be conducted every year by an outside professional. The audit results will be presented to the Session and made available for the Congregation.
- XV. Records** The Session shall ensure that there are proper and adequate minutes, duly approved, and other records in accord with BoO: G-3.0107 and G-3.0204, and shall submit any requested records to Presbytery in accord with BoO: G-3.0108.
- XVI. Committees** The Session, in accord with BoO: G-3.0201, shall establish, discharge, and review the actions of any committee or other organization within the Congregation.
- XVII. Amendments** Subject to the Constitution of the Presbyterian Church (USA), any Articles of Incorporation, and state laws, these bylaws may be amended by a simple majority of the active members present at the Congregational meeting called for said purpose, provided that the proposed changes have been published at the same time as the call of the meeting at which the changes are voted upon.