

Organization/Operating Instructions

- I. General
 - A. The Operating Instructions included in this manual set forth the existing policies of St. James Lutheran Church.
 - B. There is an Operating Instruction to guide each standing committee and each activity for which funds are received or disbursed, and there is a job description for each staff position.
 - C. Instructions of short-term applicability shall not be included.
 - D. References to Council or Church Council shall be understood to mean Congregational Council. References to St. James or St. James Lutheran Church shall be understood to mean St. James Evangelical Lutheran Church of Gettysburg, Pennsylvania.

- II. Instructions
 - A. Modification
 1. Any council member may request a review of any Operating Instruction or policy.
 2. The responsible committee will then review that Operating Instruction or policy. That committee will prepare the item requested according to prescribed procedures.
 3. Following approval, the council secretary shall notify the Office Manager who prepares and distributes the new Operating Instruction or policy.
 4. Each committee shall review its Operating Instructions or policies every three years or as needed.
 - B. Organization
 1. Operating Instructions are divided into five major groupings:
 - a. 1. Organization
 - b. 2. Personnel Administration
 - c. 3. Pastoral Acts
 - d. 4. Church Funds
 - e. 5. Appendices
 2. Forms, procedures and guidelines require committee approval and are included in the appendices. They do not need council approval.
 3. Each Operating Instruction is identified with a two or three part number. The first part indicates the Major Grouping. The part following the decimal indicates the specific instruction in the first group. A subsequent decimal followed by a number is used to achieve further subdivision.
 - C. Responsibilities
 1. The Office Manager is responsible for the preparation, numbering, publication, distribution and maintenance of the Operating Instructions and Policies.

2. The following shall be issued all current Operating Instructions and updates: Church Staff, Congregational Council and Personnel Committee members.
3. The Office Manager shall maintain a log identifying the holder of each manual and shall provide a revised Table of Contents annually to reflect changes that have occurred.
4. The holder of each manual shall be responsible for inserting new pages as revisions are made.