

I. PURPOSE OF MANUAL

This Manual has been prepared to bring together in one place the approved policies and procedures of the church.

Each policy and procedure contained herein is in accordance with the Book of Order and has been authorized by Session.

Present policies and procedures may be changed from time to time as warranted and as approved by Session. Suggested changes should be submitted to the Session's Administration Ministry Team, which in turn recommends changes in the Manual to the full Session which must approve any changes by a simple majority vote.

The Manual is not for general distribution. It is designed to furnish those who have supervisory responsibilities with information upon which to base decisions and actions.

**PROPOSAL FOR AMENDING THE MANUAL  
(MUST BE SUBMITTED TO THE ADMINISTRATION MINISTRY TEAM)**

MINISTRY TEAM NAME:	
DATE OF SUBMISSION:	
EFFECTIVE DATE:	

**AMENDMENT:**

1. Location within Manual

Section Name	
Title within Section	
Page number	
Paragraph Number	

2. Existent Paragraph Wording:

3. Recommended Wording:

4. Reason for Recommendation:

Submitted by:

Phone: