

The Handbooks (in Binder Format)

1) Committee Handbooks

a) Documents Particular to the Committee

i) Mandate of the Committee

The Mandate, which comprises the *ends* that the Committee is expected to accomplish, should be at the front of the Handbook, because it will be a “living” document, reviewed regularly by the Committee and used as an ongoing guide to their work.

ii) Procedures of the Committee

Each Committee will be responsible for determining their own Procedures (or *means*) for fulfilling their Mandate (or *ends*). They are encouraged to put their Procedures in writing in order to support continuity within the Committee and to communicate their Procedures to others. A copy of all Committee procedures will be kept in the Office Handbook.

iii) Minutes of the Committee

Each Committee will now keep their own set of minutes with copies (except MS&P) on record in the Office Handbook. Minutes

b) General Procedures

i) Communications Guide

ii) Contact List

iii) Guide for Maintaining the Handbooks

iv) Guide to the Membership Records

v) Procedures for Room Bookings

c) Policy Manual of the Council

i) Mandates of the Other Committees

ii) Limitations on Means

This is the part that states what Committees *cannot* do, which would principally be those *means* that would be inconsistent with our values or in conflict with our own interests.

iii) Procedures of the Council

Like the Committees, the Council will be responsible for determining its own *means* for fulfilling its responsibilities.

iv) Links

d) Bylaws

The new Bylaws will be briefer than our present Bylaws, because they will not include the Committee mandates.

2) Other Handbooks

Each handbook will contain the same general material and the particular material for that group.

a) Council members

b) Ministers

c) Trustees

d) Presbytery Reps

e) Office

The Office Handbook will contain the documents for all of the above groups (except the minutes of the Ministry Support and Personnel Committee, which are confidential) and will serve as the master handbook, through which these documents will be available to the whole Congregation.