

Operations Manual

Synod of the Mid-Atlantic

(A supplement to the Standing Rules)

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By Synod Council Executive Committee

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By Synod Assembly

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The Synod of the Mid-Atlantic is a middle governing body in the Presbyterian Church (U.S.A.) and adheres to the lordship of Jesus Christ as head of the church. We are a covenant people, working together in Christ's name for the betterment of the world in which we live through:

- The proclamation of the gospel for the salvation of humankind;
- The shelter, nurture, and spiritual fellowship of the children of God;
- The maintenance of divine worship; the preservation of the truth;
- The promotion of social righteousness; and
- The exhibition of the Kingdom of Heaven to the world.

Table of Contents:

- 1. Financial Matters**
- 2. Personnel Matters**
- 3. Administrative Matters**
- 4. Other Matters**

Financial Matters:

- 1. Check Signing**
- 2. Audit**
- 3. Preparation of Statements**
- 4. Review of Statements**
- 5. Preparation of Budgets**
- 6. Expense Reimbursement**

Check signing:

- Two signatures are required for any check in excess of \$2,500
- Authorized check signers are Synod Executive and Office Manager, with a local Board of Trustee member as alternate

Audit:

- Once every two to five years, a bidding process for choosing an auditor will be undertaken
- The Audit will be completed each year, unless Standing Rules and Procedures are altered to provide for a cycle of audit/review/audit/review.
- Synod Assembly and Board of Trustees must approve each audit.

Review of Statements:

- Monthly statements will be prepared and distributed to Finance Committee, other Synod Commissioners and Presbyteries

Preparation of Budgets

- Budgets will be prepared by synod staff in conjunction with the finance committee, approved by the finance committee, and then sent on to the Synod Assembly for approval

Expense Reimbursement

- Expenses will be paid in accordance with the expense reimbursement policy. (See Policy)
- Prompt submission will provide for prompt reimbursement.
- Synod Staff expense reimbursement will be in accordance with their terms of call

Personnel Matters:

- 1. At Will Employment**
- 2. Paid Holidays**
- 3. Vacation and Sick Leave**
- 4. Health Insurance**
- 5. Other**

At Will Employment

- Employment of any Synod employee is at will and the Synod may terminate employment at any time for any reason
- Employment by the employee is also at will and the employee may resign at any time for any reason

Paid Holidays

- Paid holidays are as follows: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and one additional day.
- Part time employees receive a pro-rated holiday benefit based on working hours and length of service.
- No benefits accrue to contract employees.

Vacation and Sick Leave

- Vacation accrues in the following manner
 - Exempt Employees – accumulate 11 days each six months of employment
 - Non-Exempt Employees – accumulate 5 days each six months of employment.
 - Non- Exempt – After three years' service, accumulate 7 ½ days each six months of employment
- Sick Leave – accumulates at the rate of .75 day per month or 9 days yearly.
- Personal Leave
 - Non-Exempt Employees – receive 1 day for personal use each quarter or 4 personal days yearly. Personal days do not carry over at the end of the year.
 - Exempt Employees – as Exempt employees are exempt from overtime, they may judiciously allocate their time to incorporate personal needs.

Health Insurance – Will be provided to those employees who need it.

Other – Synod of the Mid-Atlantic provides no pension plan for employees. In addition, new employees may be subject to a 90 day probationary period.

Administration Matters:

- 1. Safety Deposit Box**
- 2. Security of Facilities**
- 3. Internet and Other Electronic Security**
- 4. Company Vehicles**
- 5. Meeting Facilities**

Safety Deposit Box

- A safety deposit box will be maintained for storage of important papers
- Normally, access will be limited to the Synod Executive and Office Manager

Security of Facilities

- A security system will be maintained at all times, with pass code entry
- Offsite fire and damage security normally will be provided for key documents.

Internet and Other Electronic Security

- The Network system will be fire-walled at all times
- The system will be backed up daily and separate electronic files will be maintained
- Wherever possible archives will be kept in electronic form, with backups

Company Vehicles

- If company vehicles are provided, they will be kept in a presentable manner
- Use of private vehicles by staff is discouraged and ordinarily the most economical method of travel should be chosen

Meeting Facilities

- Meeting facilities will be shared and cooperation in their use is required
- Good stewardship of utilities and facilities is required

Other Matters:

Synod Services

- Synod Services will be provided in accordance with the following chart

Governing Body Relationships

- Every attempt will be made to serve our member presbyteries and work cooperatively with them in mission, service, evangelism, stewardship, and governance.