

First Presbyterian Church
Manual of Administrative Operations
Log of Changes

August 30, 2012 – Version 9, the current version, of the Manual of Administrative Operations was adopted by Session and posted to the WEB site. This was the first version to be adopted.

August 30, 2012 – Session approved a recommendation to have Don and Beth Simpson make typographical and grammatical corrections to the MAO as needed.

August 30, 2012 – Session approved updates to the Annual Budget Process section concerning the Extravagant Generosity Group responsibilities. Previously, no responsibilities had been listed for this group.

September 27, 2012 – Session approved adding Guest Book Attendants section.

September 28, 2012 – Version 10 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

October 25, 2012 – Session approved an update to the Finance Committee Annual Agenda for October.

January 24, 2013 – Session approved an update to the Designated Funds Chart clarifying the Managed By column for the Etta Holland, Farber, Etter and Housing Funds. Also, the Designated Purpose for the Etter Fund was updated.

January 24, 2013 – Session approved updates to the International Faith Development Group Annual Agenda.

January 24, 2013 – Session approved updates to the Passionate Worship Group Annual agenda.

January 24, 2013 – Session approved adding the Personnel Committee Annual Agenda.

January 24, 2013 – Session approved updates (mostly aesthetic changes) to the following sections:

- Administrative Assistant Job Description
- Christian Education Director Job Description
- Choir Director Job Description
- Organist Job Description
- Treasurer Job Description

January 26, 2013 – Version 11 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

March 21, 2013 – Session approved changes to the Finance Committee Job Description and Annual Agenda to reflect the Session decision that the Personnel Committee will maintain all paid and volunteer job descriptions.

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June 27, 2013 – Session approved adding the updated Communion Instructions.

June 27, 2013 – Session approved adding the new section Annual Session/Deacons Meeting.

June 27, 2013 – Session approved adding the new section Funeral Booklet.

July 05, 2013 – Version 12 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

July 25, 2013 – Session approved various changes to the Administrative Assistant/Financial Secretary Job Description in conjunction with a staff change in this position.

July 25, 2013 – Session approved various changes to the Endowment Fund Resolutions to update this document to current practices.

July 25, 2013 – Session approved adding the new sections Endowment Committee Job Description and Annual Agenda.

July 27, 2013 – Version 13 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

August 22, 2013 – Session approved adding the new section Misconduct Policies and Guidelines.

August 24, 2013 – Version 14 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

September 26, 2013 – Session approved adding the new section Guidelines for Church and Property Use.

October 24, 2013 – Session reaffirmed the Session Norms.

October 24, 2013 – Session approved adding the new section “Permission for Use of Photo for Promotional Materials Form Usage” in the Administrative Structures section. The “Permission for Use of Photo for Promotional Materials” form was also added in Appendix A.

October 25, 2013 – Version 15 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes.

January 22, 2014 – Session approved various changes to the following job descriptions: Administrative Assistant/Financial Secretary, Choir Director, Church Treasurer and Christian Education Director.

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January 22, 2014 and February 26, 2014 – Session approved the following committee name changes including committee mergers:

- Intentional Faith Development (IFD) changed to Christian Education
- Passionate Worship (PW) changed to Worship and Music
- Extravagant Generosity (EG) also named Stewardship merged with Finance and named it Finance
- Unconditional Hospitality (UH) also named Membership merged with Risk-Taking Mission and Service (RTMS) also named Mission and named it Outreach

March 26, 2014 – Updated Administrative Structures Chart to remove the 150th Anniversary Task Force and add the Mission Study (PNC Prep) task force.

March 26, 2014 – Session approved the Outreach Committee job description.

March 31, 2014 – Version 16 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Please note that the committee merger of Finance and Stewardship is not completed at this point since the job description and annual agenda have not been completed.

April 23, 2014 – Session approved the revised Finance Committee job description reflecting the merger of the Finance and Stewardship Committees.

June 11, 2014 – Version 17 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Please note that the committee merger of Finance and Stewardship is not completed at this point since the annual agenda has not been completed.

February 25, 2015 – Session approved adding the Cancellation of Worship Services section.

March 30, 2015 – Version 18 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Please note that the committee merger of Finance and Stewardship is not completed at this point since the annual agenda has not been completed.

June 24, 2015 – Session approved various changes to the Endowment Fund Resolutions. Support for youth scholarships was removed and support for mortar and mission were expanded.

July 21, 2015 – Version 19 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Please note that the committee merger of Finance and Stewardship is not completed at this point since the annual agenda has not been completed.

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January 15, 2016 –Session approved changes to salary for all staff and new hours for Ad. Assistant.

January 15, 2016 – Version 20 is now the current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Please note that the committee merger of Finance and Stewardship is not completed at this point since the annual agenda has not been completed.

September 11, 2016 - Session approved change to Administrative Assistant new working hours at Called Special Session meeting.

September 21, 2016 – Session approved change to Permission for Use of Photo for Promotional Materials form at Regularly Scheduled meeting. Specific wording to minors was included.

September 28, 2016 - Version 21 is now current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Additional updates to this version include removing all references to Presbyterian Women or changing all references of Presbyterian Women to First Presbyterian Women.

January 13, 2017 – Version 22 is now current version of the MAO and is posted to the WEB site along with this version of the Log of Changes. Additional updates to this version include Session approved changes to salary for Ad. Assistant and Choir Director, and new hours for Ad. Assistant.

April 12, 2017 – Version 23 is now current version of the MAO and is posted to the Web site along with this version of the Log of Changes. Additional updates to the version includes new Musical Accompanist Job Description.

January 26, 2018 – Version 24 is now current version of the MAO and is posted to the Web site along with this version of the Log of Changes. Additional updates to the version include changes to salary for Ad. Assistant and Choir Director and new hours for Ad. Assistant.

August 17, 2018 – Version 25 is now current version of the MAO and is posted to the Website along with this version of the Log of Changes. Additional updates to the version include changes to the Misconduct Policies and Guidelines.