

Preface to a Manual of Administrative Operations

Under the Report of Council, at the November 10 Stated Meeting, the Presbytery will be asked to consider *A Manual of Administrative Operations* as a way of amending *The Manual of Operations*.

In order to assist the Presbytery in its deliberations, there will be two opportunities to review the proposed *A Manual of Administrative Operations*.

The first will be at 7:00 p.m. on Tuesday, November 3 at New Horizon Presbyterian Church, 30 Valley View Dr., Council Bluffs .

The other will be at 7:00 p.m. on Thursday, November 5 at Westminster Presbyterian Church, 3416 Woolworth Avenue, Omaha.

In bringing *A Manual of Administrative Operations* to the Presbytery, the Council has been motivated by the following:

- This allows the Nominating Committee to promote good stewardship of the time, talent, financial resources, and human resources of the presbytery.
- This is less *prescriptive* and more *descriptive* of the life of the presbytery allowing committees to function more efficiently and effectively.
- This eliminates the ongoing confusion between the roles and responsibilities of committees, sections, and commissions as well as duplication of similar efforts.
- This reframes the structure of the presbytery in a manner that is more consistent with the way committees actually function.
- This reflects the values, guidelines, and goals developed by the Long Range Planning Task Force and adopted by the presbytery.
- The proposed Form of Government requires that “each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that body” (G-3.0106).