



## Procedures and Policy Documents

Three new documents have been created to document how Unity Presbyterian Church is organized and how it operates to fulfill its mission.

### Manual of Operations

The Manual of Operations describes how Unity is organized for mission and defines operating procedures for the various boards, ministry teams, and organizations of the church. These organizations all function under the authority of the Session, which is responsible for updating the Manual of Operations as needed. Contents include:

- Organization
- Guidelines for Elders and Session Meetings
- General Board and Ministry Team Policies
- Descriptions and Responsibilities of Boards and Ministry Teams
- Descriptions of Other Organizations

### Church Bylaws

The Church Bylaws primarily deal with the power and responsibility of the congregation to elect its officers. These bylaws and any future changes to them require approval of the congregation. Contents include:

- The Purpose and Mission of the Church
- Meetings of the Congregation
- Electing the Nominating Committee
- Electing Elders and Deacons
- General Guidelines for Session and Diaconate

### Corporate Bylaws

Unity Presbyterian Church is a nonprofit charitable corporation operating under the laws of the State of South Carolina. The Corporate Bylaws define how we meet the requirements imposed by state law and how we conduct corporate business primarily with regard to the acquisition and disposition of real property. These bylaws and any future changes to them require approval of the church corporation. Contents include:

- Powers and Duties of the Corporation
- Property Rights
- Corporation Membership
- Trustees (Current active Ruling Elders)
- Meetings of Trustees
- Meetings of the Corporation
- Corporation Officers